

# ROBERT SMITH

## Associate Seasonal Worker

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### SUMMARY

Hardworking adept at tending, power-driven, with 10 years in plant operator and warehouse production. Proven ability to meet production deadlines. Over 4 years of forklift and pallet jack operator. Adaptable with extensive experience in material handling, inspections and shipping and receiving.

### CORE COMPETENCIES

Account Management, Typing.

### PROFESSIONAL EXPERIENCE

#### Associate Seasonal Worker

**ABC Corporation - November 2012 – February 2013**

##### Key Deliverables:

- Completed a daily pre-trip inspection checklist before first delivery of the day.
- Resolved customer complaints and adjusted orders.
- Operated motor vehicles in a safe and efficient manner.
- Verified loads against shipping papers.
- Notified branch management of any vehicle safety concerns and issues.
- Answered customer questions regarding shipments.
- Handled merchandise in accordance with product handling standards.

#### Seasonal Worker

**Delta Corporation - 2010 – 2012**

##### Key Deliverables:

- Assisted regular staff in meeting deadlines of preparing mail to be distributed by efficiently sorting, repackaging, loading, and covering assigned .
- Sort mail Organizing packages by zip codes Loading packages into bins.
- Fruit harvest.
- Packaging.
- Early polls clerk worker, ballot extractor, data entry, catch ballots from machine, duplicate ballots if damaged, unfold and flatten ballots to go .
- Performed manual labor during blueberry harvesting Stacked crates Worked on a harvester Worked 10 - 14 hour days Performed quality control by .
- Emptied bags of seed into mixers Stacked bags of seed Built pallets Stacked boxes Computer Skills Experienced in Microsoft Word and Excel.

### EDUCATION

BS- (Wake Technical Community College - Raleigh, NC)

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