

# ROBERT SMITH

## Sr. Warehouse Clerk

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9 years of experience as a Warehouse Clerk. Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

## EXPERIENCE

### Sr. Warehouse Clerk

#### ABC Corporation - NOVEMBER 2007 - AUGUST 2014

- Receive and count stock items, and record data manually or using the computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, and supply rooms, or mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

### Drill Helper

#### ABC Corporation - JUNE 2005 - NOVEMBER 2007

- Regulate air pressure, rotary speed, and downward pressure, according to the type of rock or concrete being drilled.
- Monitor drilling operations, checking gauges and listening to equipment to assess drilling conditions and to determine the need to adjust drilling or alter equipment.
- Start, stop, and control drilling speed of machines and insertion of casings into holes.
- Select the appropriate drill for the job, using knowledge of rock or soil conditions.
- Operate controls to stabilize machines and to position and align drills.
- Select and attach drill bits and drill rods, adding more rods as hole depths increase, and changing drill bits as needed.
- Drill or bore holes in rock for blasting, grouting, anchoring, or building foundations.

## EDUCATION

- HS- 1991(Pensacola High School)Diploma- (Pima Community College)High School Diploma - (Nogales High School)

## SKILLS

Client Relations, Microsoft Office, Interpersonal, PowerPoint, Adobe Photoshop, Advertising, Administration, Customer Relations, Customer Service, Graphic Design, Organizing, Visual Merchandising, Data Entry, and Telephone.