

ROBERT SMITH

Asst. Warehouse Helper

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To obtain a position with a construction company. Ability Summary practical experience on construction sites. Familiar with power and hand tools to include circular saws, hand saws, tape measure, speed square, level, hammer screwdriver, etc.

EXPERIENCE

Asst. Warehouse Helper

ABC Corporation - JUNE 2006 - JANUARY 2007

- 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, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location environmental factors, and physical capabilities of facilities.

Asst. Warehouse Helper

ABC Corporation - 2004 - 2006

- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Maintains inventory controls by collecting stock location orders and printing requests.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Contribute to team effort by accomplishing related results as needed Operate and maintain forklift.
- Loading and off loading cargo safely and accurately.
- Transport hazardous materials and dangerous goods..

EDUCATION

- BS

SKILLS

Ms. Word, MS Office, Outlook, Office: Word, Powerpoint, Photoshop, Photography, Sales, Typing, Windows.