

# CANDIDATE NAME

## WAREHOUSE PROFESSIONAL

Highly skilled **Forklift Certified Warehouse Professional, TWIC Card**, with over 10 years' experience performing and overseeing warehouse operations to include material handling, inventory control, procurement, shipping, receiving, and heavy equipment operation. Extensive experience at COMPANY A **coordinating jobs, resources, and equipment between departments** in a fast-paced environment. Experience **communicating with vendors** and other departments to **ensure smooth workflow**. Well-versed with **manual and administrative duties related to logistics** roles. Adept in stocking and order selection as well as SKU's, **hand counts, cycle counts**, and kitting. Inspects incoming material to **verify conformity to stated identifications**, determining correct storage methods and locations in warehouse. Performs efficient and accurate **data entry**, keeping logistics and shipping information up to date in databases. Proactive communicator with excellent **customer service** and **documentation** skills. Proficient in **MS Office Suite** (Word, Excel, PowerPoint), **FedEx**, and **UPS**. Trained in **OSHA, PPE**, and **ESD** with safety committee experience. **Valid California State Driver's License**. Able to frequently move and position objects weighing **up to 50 pounds**.

### KEY SKILLS —

Material Handling  
Inventory Control  
Forklift Operation  
Shipping & Receiving  
Logistics  
Reach Truck & Pallet Jack  
Scissor Lifts  
RF Scanner Gun  
Warehouse Management  
Documentation  
Customer Service  
Computer Systems  
ESD Experience  
Freight Experience

### EDUCATION —

Frontline Supervisor Trained  
Forklift Certified  
High School Diploma

### EXPERIENCE

*September 2009 – May 2019*

#### **Material Handler/Forklift Operator • COMPANY A**

Maintains inventory by identifying, labeling, and placing materials and supplies in stock, recording location of inventory. Locates materials and supplies by pulling and verifying materials and supplies listed on production orders. Maintains in-process inventory at work centers by delivering and opening materials and supplies. Documents materials and supplies disposition by recording units delivered and location of units. Receives credit-return material and supplies from production by verifying materials and supplies code and lot number and quantity, placing materials in stock. Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product. Performs piping, assembly, and other construction tasks. Worked with vendors in refinery and performed procurement functions. Coordinates jobs, resources, and equipment between departments.

*April 2005 – September 2009*

#### **Shipping & Receiving • COMPANY B**

Manages the shipment and receipt of all products, materials, and supplies. Collaborates and communicates with logistics technicians, customer service representatives, service providers, and others involved in the shipment and receipt of products. Tracks, traces, and updates the status of incoming and outgoing shipments. Maintains a clean, neat, and member-ready area. Promptly unloads trucks and deliveries and sorts and stocks receivables. Maintains an accurate log sheet of daily moves, scanning inventory, and counting accurately. Engages with vendors and drivers with a positive attitude. Provides additional backup support for shipping and receiving departments.