Joel Dickson

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Authorized to work in the US for any employer

WORK EXPERIENCE

LEAD SCM SPECIALIST
MAYO CLINIC - Rochester, MN - 2016-05 - 2017-06

- Run waves/orders to be picked by material handlers
- Respond to service tickets regarding missing items, late orders, or rush orders
- Complete employee timecards and schedules
- Quality assurance checks such as: cycle counts, location audits, picking audits
- Use WM software and other warehouse management systems
- Train material handlers
- Work with vendor regarding recalls on products to ensure update and satisfactory
- Relay shift information during shift crossovers
- Assign shift duties to material handlers

Material Handler
MAYO CLINIC - Rochester, MN - 2009-07 - 2016-05

- Pick product in efficient and timely manner to ensure needs are met in other clinic areas
- Receive and store inventory
- Complete individual assignments and work cooperatively with other team members

Currier/handler
FedEx Express - Rochester, MN - 2014-11 - 2015-09

- Deliver package according to specified priorities
- Receive and sort packages

DRIVER
Nature's Best Cleaners - Rochester, MN - 2014-04 - 2014-11

- Delivered and received items for cleaning to central location
- Guarantee customers prompt and respectful service

HOT PRODUCTION WORKER/COOK
MAYO CLINIC - Rochester, MN - 2002-11 - 2009-07

- Prepare patient meals with attention to possible specific needs to guarantee safety
- Maintain a clean and sanitary work space
- Complete supply orders

EDUCATION

HIGH SCHOOL DIPLOMA
CENTURY HIGH SCHOOL - Rochester, MN
2001-09 - 2005-05

currently enrolled in Business management
National American University-Rapid City - Rochester, MN
2016-09

SKILLS

microsoft office, Warehouse Management, Customer Service, Forklift Operator, order picker, Pallet Jack, reach truck, RF guns, Shipping And Receiving, Quality Assurance

CERTIFICATIONS/LICENSES

Forklift Certified
2009-08 - Present

reach truck
2009-08 - Present

Order Picker
2009-08 - Present