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**Manpower/ Alcon**

Shipping

December 2013 - February 2015

Placing received orders that come off the transfer truck into staging. Maintain a clean staging area each day. Perform a cycle count daily to assure accurate stock is listed in computer system. Loading orders on carts and taking them to the production floor and take them to will call.

Student

October 2013-Current

**Penn Foster University**

**B. Braun**

PIC Filling

June 2012- January 2013

Moving product from the clean room to the staging area. Using all universal safety precautions when working with the forklifts, and mechanical equipment in a sterile environment. Perform bottle washing, and basket unloading/loading. Palletizing the baskets prior to shipping.

**Hagen Distribution Center**

Logistics Supervisor

February 2010 to November 2012

Supervising and coordinating daily activities on the docks. Records keeping on incoming and outgoing shipments, also prepare items for shipment. Study shipping Notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates. Helping on the floor as needed. Close orders that have been staged for shipment.

**Manpower / Fresh & Easy**

Warehouse

January 2008 to Feb 2010

Rotation of stock in accordance with product code date requirements first-in/ first-out, perform mark downs as needed. Operate warehouse equipment according to safety guidelines. Demonstrate a good knowledge of our products, including product identification, storage location, and proper handling and storage methods. Load route trucks with the correct items and quantities for efficient deliveries. Ensure that no product is loaded or reloaded without appropriate paperwork, and report any suspicious or unauthorized removal of product. Strip route trucks after delivery routes have been completed. FedEx and UPS shipping practices, while unloading trucks, stocking the store floor, and assisting customers on the floor with purchases.

**Ingram/Micro**

Warehouse

January 2008- July 2008

Loading and unloading of trailers. Warehouse shuttle driver for shipments in the staging area for international and local stores. Fill orders for customer Will Call, and clean trailers before reloading. FedEx Services

**PLS Logistics**

Warehouse

May 2007 – December 2007

Pulling and staging orders for the shipments to the different stores on first in first out basis. Reorganize pallets to be categorized in the warehouse for pickup, or for reuse. Loading and unloading of trailers. Making sure my

team gets their labels early enough to finish each trailer. Completing all full order first then move to the half orders and back-orders. Prepare the machine to cut the cardboard. Moving the pallets around after the cardboard has been processed. UPS Services

### **Cameo**

Materials Handler/Forklift Driver                      December 2005 – January 2007

To check the ink levels on all press machines and make sure they were full. Maintaining the baler rooms cleanliness. Repair and maintains, machinery and mechanical equipment, such as engines, motors, pneumatic tools, conveyor systems, and production machines and equipment, using hand tools, power tools, and precision-equipment. Observe mechanical devices in operation and listens to their sounds to locate causes of trouble in order to make necessary repairs. Dismantles devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools. Lubricates and cleans parts. May set up and operate lathe, drill press, grinder, and other metalworking tools to make and repair parts. May initiate purchase order for parts and machines. Move the pallets to the appropriate area unload and load the trailer when they were docked. Empty the waste paper into the larger dumpster. Also, pulling items and to be shipped to the retail stores by RF scanner. Certified for using an electric pallet jack to organize and stack the pallets. Then move them to the staging area to be loaded into the trailers. Follow prescribed maintenance guidelines and equipment preventative maintenance schedules, and conduct a pre-trip inspection before operating any equipment.

### Education:

Career Colleges of America  
San Bernardino, CA

Medical Assistant    August 2003

References provided as requested