

# Linda E. Powers

3310 17<sup>th</sup> Street SW ■ Canton, OH 44706 ■ 330.478.2393 ■ 330.265.9122 ■ powers3310@yahoo.com

---

## Career Goal: Warehouse Technician

---

### Warehouse Skills & Abilities

---

- Bench Operator
- Pace-Line Operator
- Epoxy Machine Operator
- Coil-Field Winder
- Small Drill Operator
- Hot Stamp Operator
- Small Press Operator
- Small Machine Operator
- Trucker Handler
- Material Handler
- Shrink-Wrap Machine Operator
- Hand-Jack Operator
- Rolling Machine Operator
- Counting Machine Operator
- RF Unit Operator

---

### Experience

---

Arthur Middleton Capital Holdings – North Canton, OH

#### **Warehouse Assembler/Packer**

**02/2008-03/2013**

- Operated the rolling and counting machines
- Checked inventory records to determine availability of requested product
- Determined work assignments in order to efficiently fulfill material/equipment needs to prepare products for shipment
- Accurately processed orders for customers
- Assembled coin sets for customers using vault tubes, ballistic tubes, shells, and mounting on cardstock
- Implemented a new packing and shipping procedure; #5 envelopes for 3 pack portfolios and #2 envelopes for single wallets
- Entered and updated mail-batch orders in computer
- Assembled bulk mailings for customers
- Processed returns, and issued credit card or check refunds
- Updated customer information in computer filing system
- Set up tables for processing job orders by containers, monies, labels, and/or boxes
- Reviewed orders for completeness according to records, and forwarded incomplete orders for further processing
- Filed copies of orders received, or posted orders on records

Trans World Entertainment – North Canton, OH

#### **Order Processor**

**09/1999-01/2008**

- Carton flow; set up containers, picked, priced, and packed product
- Used RF unit to locate product within the warehouse, to manifest the product, and to merge cartons
- Managed back orders and carton merging with the use of a computer
- Operated the Shrink Wrap machine to repair damaged products
- Operated Hand Jack to unload pallets, and to move products on skids to the right location
- Labeled and scanned products to assure proper placement and storage within the warehouse

---

## Education

---

EAST CANTON      HIGH SCHOOL- EAST CANTON, OH ■ **Diploma Achieved**