

Alan Gilmore

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My employment objective is to obtain and keep an rewarding and uplifting job in shipping/receiving and warehousing.

Work Experience

Shipping and Receiving

Sesaco Corporation - Taylor, MI

February 2018 to Present

Communicate with couriers to confirm correct location, time, and deliveries are accurate.

Load and unload freight from trailers using Forklift, palletjacks and dollies.

Scan pallets of merchandise into warehouse when receiving.

Scan out of warehouse when shipping.

Inspect all deliveries and condition of trailers and flatbed for damage and debris.

Confirm bill of lading.

Print labels and remove old ones.

Complete inventory at beginning and end of shift daily.

Complete all necessary shipping and receiving documents from couriers and front office.

Keep records of all material being shipped and received.

Communicate with hr if deliveries are not correct.

Shrink wrap and band pallets when shipping.

Stage orders.

Put away dunnage.

Materials Handler

Precision Strip - Canton, MI

December 2021 to March 2022

At Precession strip were

- Use desktop computer to Print Pick list for outgoing trailers.
- Scan incoming documents into system.
- Locate steel coils in coil field using rf scanner.
- Operate overhead crane to load steel coils onto trailers.
- Operate overhead crane to stage outgoing and incoming steel coils.
- Use desktop computer to create weigh tags for coils, listing coil weight, material, and gauge.
- Label coils scan into coil field.

Rotating Forklift Operator

Valasis - Livonia, MI

January 2015 to March 2017

Change ink totes using sit-down rotating Forklift.

Change paper rolls at each producing station when needed

Weigh empty and full ink totes
Empty cardboard compactor when needed.
Use bander to securely band material.
Operate the paper shred room and keep clean.
Load and unload ink totes from rail carts
Load and unload paper rolls from trailers.
Set up ink lines to production area.
Communicate with production team leads and management.
Complete all necessary documentation

Education

High school diploma

Penn Foster college

September 2011 to June 2012

Skills

- Communication
Written as well as verbal communication skills.
Detailed Oriented
Have a strong attention to details in work life as well as at home.
- Leadership
Ability to train employees and demonstrate model behavior.
- Hi-Lo Experience
- Crane
- Materials Handling
- RF Scanner
- Order Picking
- Warehouse Experience
- Order Picker
- Forklift
- Pallet Jack
- Medication Administration
- Microsoft Word
- Reach Truck
- Packaging
- Delivery Driver Experience
- CNC
- Shipping & Receiving
- Manufacturing
- Welding
- Quality Inspection
- Lawn Care

- Home Care
- Landscape Maintenance
- Blueprint Reading
- Commercial Cleaning
- Cleaning Experience
- Freight Experience
- Loader Operation
- Micrometer

Languages

- English - Expert
- Spanish - Intermediate

Certifications and Licenses

Forklift Certification

First Aid Certification

Driver's License

April 2023 to July 2027