

Allen Giles

Shipping / Material Handler

Humble, TX

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Shipping / Material Handler

National OilWell Varco - September 2014 to June 2015

Certified Forklift Operator

Farouk System - June 2009 to 2014

- Operated forklifts to transport materials between loading, unloading, processing and storage areas.
- Ensured organization and security of all materials in storage area.
- Maintained forklift equipment to ensure proper functioning of the equipment.
- Assisted in materials loading and unloading on platforms and lifting devices.
- Weighed materials, and recorded weight and other production data on tags.
- Completed forklift operator training annually, provided by company.
- Coordinated loading and unloading operations.
- Scanned and moved product to loading area ensuring proper placement.
- Ensured safety instructions are followed while operating forklift, pallet jack or dock loader.

Track Laborer

Union Pacific Railroad Company - April 2005 to 2008

- Promoted a safe work environment through personal actions. Identified safety concerns, and cost saving opportunities.
- Loaded and unloaded trucks and railcars.
- Moved product onto pallet in correct position.
- Packed and attached correct labels to product.
- Identified faulty equipment's, damaged racks, and reported to supervisor.
- Operated various work vehicles and equipment which included pickup trucks, dump trucks, fork lifts, rail operated tie tamper, rail operated ballast regulator and backhoes.

School Child Care Worker

Y.M.C.A - September 2002 to June 2005

- Monitored group of 25 to 30 children from 5 to 10 years of age.
- Organized after school activities such as indoor and outdoor games, arts and crafts.
- Preparing food and serving refreshments to students.
- Read to children, and taught them simple painting, drawing, handicrafts, and songs.
- Organized and participated in recreational activities, such as games.

EDUCATION

Kashmere High School

1999 to 2002

ADDITIONAL INFORMATION

Customer service professional with six year's experience helping customer. Providing thorough and skillful communications to customers. Able to prioritize and complete multiple tasks to achieve goals. Proven skills in resolving customer problems. Energetic team player with effective communication skills with colleagues and customers.

Skills

Microsoft Word, PowerPoint, Windows 2001, XP & Windows Vista.2