

Andrew Grabczyk

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Objective: Seeking a full time permanent position in a manufacturing or, I warehouse environment

Work Experience

Home Improvements/ General

Hurder Corp - Cumberland, RI

January 2019 to Present

- Experienced using hand and power tools
- Decking I
- Installed moldings
- Custom Built-in
- Performed all types of finish work

Inventory Control / Data Entry

Blue Harvest

October 2017 to September 2019

/ supervised 5 people in warehouse as needed to ensure work flow efficiency)

- Recorded inventory , responsible for tracking inventory of incoming and good received as well as goods being shipped
- Entered lot#'s, product type, counts, etc entered on paper and then input information into computer
- Data entry of inventory (as well as items coming into facility and being shipped out) and sent all needed information by email to main office

Inventory Control/ Warehouse Assistant

Precix - New Bedford, MA

September 2013 to September 2017

- Logged, tracked and transferred inventory
- Recorded item #s, lot #s. Part #s etc.
- Operated pallet jacks and forklifts as needed
- Performed inventory cycle counts
- Picked and packed orders
- Responsible for keeping tool shp clean and organized and stocked in categories

Ultrasonic Technican

Millstone Medical - Fall River, MA

November 2008 to November 2008

- Operated ultrasonic cleaning machine
- Responsible for a lot of paperwork
- Packed medical products
- Clean area and made sure area was safe

· Used Microscope

Carpentry Until Found Another

full-time position

Skills

- Data entry using Microsoft Excel to input inventory by category such as lot #s,
- Item #s ,part #s specific rack and row etc.
- Inventory cycle counts , prepared necessary inventory documents , supervised up to 5 warehouse workers
- Operated sit down, stand up forklifts and pallet jacks
- Logged , tracked and or transferred inventory
- Experienced using hand and power tools
- Works well independently or in a team /has own transportation
- Warehouse Supervisor Experience