

# Andrew Smith

Richfield, MN

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Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Clerk/Forklift Operator**

Thyssen Krupp Copper and Brass Sales - Bloomington, MN

September 2017 to January 2018

Loading and unloading of up to 206" in length and up to 9,000 LBS per bundle and 2,000 LBS per pallet of extruded metal, rounded rods, and coils of copper; brass, and stainless steel using a sit-down forklift onto flatbed trailers and platforms for the scheduled shipment date.

Inspect extruded parts for defects that may include gouges, die drags, bowing, and out of specification parameters, such as length and airbus gauge, prior to processing order.

Unloading flatbed trailer with extruded material and stage into appropriate areas for receiving product into facility.

Use an RF scan gun to track product, cycle count, put away, and process all customer orders via SAP systems.

Maintaining shipping paperwork by correctly recording material parameters, batch number, and pick quantity provided by pick-list and creating shipping labels once the pulled order is matched.

Follow all safety guidelines and procedures such as wearing all proper PPE (Hardhat, Reflective vest, cut resistant sleeves, etc) when in the warehouse as well as when working with banding tools, saws, and heavy materials.

Maintain a clean area as necessary and at end of shift.

### **Material Handler/Forklift Operator**

Dow Chemical/Kelly Services - Edina, MN

July 2016 to July 2017

Verify all safety checklists for forklift, hoist, and alum-a-lift(s) before carrying out work tasks.

Stage materials to each machine area as per production order.

Load machines with appropriate material when needed and prepare for change over of production when necessary.

Record all measurements of material to product parameter and notify LT when out of specification.

Answer dispatch calls via radio for loading and unloading deliveries.

Sign and file all delivery receipts when needed.

Prepare internal materials to be rotated building to building by staging in an orderly fashion at the dock for driver to collect.

Empty large trash containers as needed and at the end of the shift.

Check urethane rooms for pallets of empty glue drums. Replace as needed.

Use knowledge of HMI equipment using SAP based software system to verify and acknowledge accurate build info and identify system faults visually to safely operate a machine.

Operate side seal machine to create material for production.

Operate and troubleshoot equipment(Side Sealer, Alum-a-lift, forklift, etc.) faults with engineer to diagnose area of problems when needed.

Participate in daily STAC cards trivia/ attend safety meetings at the beginning of the shift and as needed.

Follow all safety guidelines and MOC procedures for each designated task.

### **Dock Clerk**

Amazon Prime Now - Minneapolis, MN

September 2015 to March 2017

Responsible for receiving all scheduled inbound inventory shipments, handle carrier issues, files delivery receipts, and process claims. All vendor shipments must be thoroughly inspected of damages, record temperatures of frozen and refrigerated items as per policy. Stage inbound shipments by FIFO and communicate with Area Managers and Security to ensure a safe and healthy transition is met between driver and the overall operations of the work environment. Other duties outside of this position include accurately stowing inventory from shipments into appropriate bins, as well all picking orders for 1 and 2 hour delivery, and on occasion dispatched to make said deliveries to customers.

# Maintain a clean, Safe work environment and a steady flow into the FC

# Ensure all incoming unit counts are correct and note when they are not

# Communicate with security to allow incoming deliveries into truck yard

# Filed and signed delivery receipts

# Understand and follow all dock processes

# Communicate the schedule of incoming/dock received shipments for the day to next shift Area Manager

### **Forklift Operator LTL**

MWI Animal Health - Shakopee, MN

January 2014 to October 2014

Packing orders, QC (Quality and quantity assurance check) orders using SCALE to properly adjust and set indicated orders for accuracy. Packing secure with appropriate materials and promptly sending boxes down conveyor to be labeled and shipped appropriately, palletize by MOT.

# Use of forklifts (sit-down, stand-up reach trucks, pallet

riders, and stock pickers) for categorizing orders by customer to customer and route truck delivery to maximum and accurate efficiency.

#Continually checking SCALE software for pending orders and promptly filling before MOT CUTOFF time.

# Efficiently organized truck route by order of cutoff, courier, customer, and palletized product built

securely and accurately for a professional outbound transition.

# File and record documents such as B.O.L. and HAZMAT signed by courier driver through both outbound and inbound transactions

# Worked other tasks or department fill in as needed by management, and general warehouse clean-up/safety procedures

## Education

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### **High school or equivalent in High school diploma**

Keys High School - Euless, TX

2003 to 2007

## Skills

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Microsoft office, Excel, Word and other basic data entry applicable software. Typing 54WPM average full page. (10+ years)

## Certifications/Licenses

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### **Filmtec Powered Industrial Truck Operator Permit**

July 2016 to July 2019

Qualified to operate

Sit Down Rider Lift Truck (J025)

### **Filmtec Powered Industrial Truck Operator**

March 2017 to March 2020

Qualified to Operate

Electric Pallet Jack (H931)