

Bernard Moore

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Summary of Qualifications

- Lift truck certified
- Pays attention to detail
- Flexible and dependable
- Works well in a team setting
- Results oriented
- Responsible & Dedicated

Relevant Experience

Warehouse Worker

- Received and counted stock items; recorded data manually or using computer
- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas
- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Determined proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities
- Kept records on the use and/or damage of stock or stock handling equipment
- Examined and inspected stock items for wear or defects, reporting any damage to supervisors

Assembly

- Assemble electrical or electronic systems or support structures and install components, units, subassemblies, wiring, or assembly casings, using rivets, bolts, soldering or micro-welding equipment.
- Adjust, repair, or replace electrical or electronic component parts to correct defects and to ensure conformance to specifications.
- Position, align, or adjust work pieces or electrical parts to facilitate wiring or assembly.
- Explain assembly procedures or techniques to other workers.
- Package finished products and prepare them for shipment.
- Rotate through all the tasks required in a particular production process.

ICWC

- Assisted in refinishing hardwood floors (cleaning, sanding, repairing, staining , and varnishing)
- Worked with a team to tear down the old structures and build new ones
- Built or repaired cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings
- Removed damaged or defective parts or sections of structures and repaired or replaced materials
- Installed structures and fixtures, such as shutters, frames, trim, and hardware
- Loaded, unloaded, and identified building materials, machinery, and tools, and distributed them to the appropriate locations, according to project plans and specifications
- Dug, spread and leveled dirt and gravel with picks and shovels; Mixed and poured concrete
- Cleaned tools, equipment, materials; Prepared and organized construction sites to eliminate possible hazards

Employment Experience

Warehouse/Assembly worker
2019- Present

Minncor Industries, Roseville, MN

Crewman
Assembly worker
2011-2012

ICWC, Lino Lakes, MN
Minncor Industries, Moose Lake, MN

2017-2019

Education

Forklift Certified
2019

National Safety Council, Saint Paul, MN

General Education diploma
2008

MN department of Education, Roseville, MN