

Billy Jenkins

Warehouse Technician - Staples Warehouse

Kansas City, MO 64134

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8163372868

Objective: Obtain a position with a leading-edge, progressive company where I can utilize my knowledge and skills to help obtain their corporate objectives and learn more about business practices.

Authorized to work in the US for any employer

Work Experience

Warehouse Technician

Staples Warehouse

July 2014 to Present

Address: 1400 N. Cambridge Avenue Kansas City, MO 64120

Primary Duties:

Perform system and/or manual tasks to support inbound and outbound operations. Identifies and resolves issues in various functional areas; breakdown, put away, replenishment, QC, staging, loading, shipping. Monitors and maintains SKUs and locations in WMS to support efficient warehouse processing and maximize warehouse space usage. Performs work under the direction of warehouse lead, supervisor or manager.

Essential Job Duties:

- Performs WMS processes to support inbound and outbound operations
- Performs non-system inbound and outbound tasks
- Participates in all scheduled physical inventories
- Performs basic housekeeping in assigned areas of warehouse
- Adheres to all safety procedures in the performance of job duties
- Other duties and responsibilities as assigned

Manager: Mark Ingrassia (816-504-2101)

Facility Worker/Custodian

Independence Missouri School District - Independence, MO

October 2011 to April 2014

Essential Job Duties:

- Empty wastebaskets and pencil sharpeners
- Sanitizes sink and drinking fountains
- Clean restrooms
- Dust window ledges, bookcases and chalk trays
- Refills dispensers
- Replace all burned out light bulbs or tubes
- Dust mop tile floors or vacuum all carpeted areas
- Spot mop
- Set blinds or curtains and close windows

- Cleans classroom door glass
- Clean blackboards and erasers
- Dust blinds and light fixtures
- Clean all furniture and equipment
- Assemble furniture
- Dust high/low corners for cobwebs
- Buff/Refinish floors
- Clean hand rails
- Snow removal, lawn care
- Unload school supplies from delivery trucks
- Secure building
- Set up before and after special events
- Other duties as assigned

Manager: Marla Knuff (816-521-5300)

Reason for leaving: Contract Not Renewed

Janitorial Worker

Wells Enterprise - Raytown, MO

June 2010 to January 2011

Essential Job Duties:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Move heavy furniture, equipment, and supplies

Manager: Mr. Daniel Wells (816-805-3255)

Reason for leaving: Company's Contract Expired

Warehouse Worker

US Toy Inc - Grandview, MO

October 2009 to January 2010

Essential Job Duties:

- Pick, sort, fill, check, and pack orders.

Manager: Ms. Cheryl Stephenson (816-761-5900)

Reason for leaving: Seasonal position

Education

Don Bosco High School - Kansas City, MO

May 2001

Skills

- Customer service

Certifications and Licenses

Class E

April 2021

Additional Information

Qualifications/Skills

- Good communications skills, both written and oral
- Excellent communication skills in greeting customers, listening and assessing requested desires, and assisting to satisfy needs.
- Janitorial duties
- Warehouse Work