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OBJECTIVE

A full-time warehouse position requiring experience in inventory, meeting and exceeding goals, and maintaining excellent customer relations.

RELEVANT SKILLS & EXPERIENCE

Excellent Organizational skills,detailed oriented,strong work ethic,able to multi task well,works well independently or as team, exceptional at tackling new challenges and tasks,Excellent mechanical and electrical skills, inventory management, warehouse tracking programs, employee supervision, Fleet maintenance, Recycling skills. Over 20 years in oil and gas distribution. Maintaining warehouse and terminal equipment, Driving forklift and Pallet jacks.

EMPLOYMENT HISTORY

Field Support Specialist/ Warehouse Manager, Faith Technologies LLC. Lansing, Michigan
06/2013-12/2013

Coordinate daily activities for warehouse personnel. Executed daily operations of receiving, inspecting and documenting all materials. Communicate with Construction Managers and Project managers on what materials they need for tower crews. Fill out daily inventory sheets of material for job sites. Traveled throughout assigned territory to call on regular and prospective customers and to solicit orders. Communicate with customers to resolve material issues. Drive forklift and pallet jack to retrieve materials for tower crews. Drive company vehicles to obtain materials needed to supply tower crews and customers. Daily meetings with warehouse personnel to keep warehouse clean and organized for customers. Handle logistical issues with neighboring companies and crews. Communicate with management on how warehouse is operating in conference calls. Utilizing pick slips to complete job sites. Staging up coming job sites for tower crews. Ensure customer satisfaction is achieved. Inventory of crew trailers to ensure they have required tools and equipment necessary to complete jobs

Field Technician, Franklin Energy Okemos, Michigan 08/2012-12/2012

Installed CFL bulbs, programmable thermostats, pipe wrap, kitchen/bathroom aerators and shower heads. Communicate with customers on how to operate their new equipment. Review and document all inventory and equipment used on the job site. Write up reports and submit them to customers for verification. Ensure customer satisfaction is achieved. Able to adapt to different situations. Assist other technicians due to problems that arise during installation of new equipment.

Terminal Operator, Buckeye Pipeline Marshall, Michigan 04/1990-01/2010

Executed daily operations of Multiple Facilities. Supervised customers and contractors on sites. Installed and replaced machinery, equipment, maintained Terminal heating and cooling systems by cleaning filters, changing thermostats, blower motors, cleaning fuel oil injectors, cleaning and replacing duct work, cleaning out the A-coils and routine maintenance, then documenting all work. Painted and repaired roofs, windows, doors, floors, woodwork, plaster, drywall and other parts of building structures. Planned and laid out repair work using diagrams, drawings, blueprints, maintenance manuals and schematic diagrams. Performed routine preventive maintenance to ensure that machines continued to run smoothly, building systems operated efficiently, and the physical condition of buildings did not deteriorate. Diagnosed mechanical problems and determined how to correct them. Used tools ranging from common hand and power tools, to precision measuring instruments and electrical and electronic testing devices. Monitored equipment functioning, observe temperature, level and flow gauges and performed regular unit checks, in order to ensure that all equipment was operating as it should. Started and shut down plant equipment. Responded to written and telephone requests for problems that arose after business hours. Purchased and maintained materials and supplies for Terminals.

EDUCATION & TRAINING

Diploma, Olivet High School

Certificate, Power Generation Equipment Repair, U.S Army

CERTIFICATES & LICENSES

Microsoft Word , Executrain, MI

Microsoft Excel, ExecuTrain, MI

Forklift and Pallet Jack Certification, Faith Technologies, MI

DOT Medical Card, MI

Portable Fire Extinguisher (Live Fire) Training., Toledo Fire Division, OH

HONORS, AWARDS, PROFESSIONAL ORGANIZATIONS

Successfully supervised warehouse personnel.

Over 15 years with no OSHA recordable.

Over 15 years of safety.