

Carmelo Galloway

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PROFILE

Multi-skilled and dedicated warehouse clerk with over 6 years of experience in records verification and processing customer orders. Work well with a team or independently with little supervision. Quick learner who takes on new responsibilities with enthusiasm. Seeking a position in a company that values a strong ethic and offers opportunity for growth.

SKILLS

Forklift, Electric power pallet jack, Hand pallet jack, FedEx ship manager and UPS software,

Inventory management, Data Entry, Office administration, 350x200 Cordless Drill

WORK HISTORY

Warehouse Clerk - M&D Installers INC.
05/2019

Brooklyn, NY 07/2017 -

- Received and processed incoming stock and materials
- Picked and filed order from stock
- Organized and retrieved stock in the warehouse
- Took customer documentation to determine items required
- Operate powered industrial forklift to load and unload materials from trailer
- Used forklift to moved materials to and from warehouse storage areas

Building Porter - Center of Employment opportunities

New York, NY
02/2013 - 01/2017

- Gathered and emptied trash
- Swept and mopped hallways, vacuumed carpets, sanitized restrooms, ordered cleaning supplies
- Used power tools to do minor repairs such as fixing leaky faucets or changing bulbs
- Assured the building was in functional order for occupants
- Followed procedures for chemical cleaners and power equipment to prevent floor damage

Shipping & Receiving Clerk - Edison Price Lighting

Queens, NY
07/2010 - 12/2012

- Sorted, picked and packed all domestic and international packages for shipping
- Entered data using FEDEX software
- Created packing slips and bills of lading on outgoing lading using INTREPID software
- Tracked and logged all incoming and outgoing packages
- Loaded and unloaded freight with forklift and electric power pallet jack

Shipping Clerk/Delivery Driver - YZ Studio Inc.

New York, NY
09/2007 - 05/2010

- Transported pallets into the freight trucks with electric power pallet jack
- Entered data into UPS, USPS, and FEDEX software; tracked and logged incoming and outgoing packages
- Utilized a forklift to pick and pull inventory in the warehouse

EDUCATION

Certified Forklift Operator

2017

OSHA 10-Hour, OSHA Flagger Certificate

2017

New York State Department of Education: High School Equivalency Diploma

2016