

# Connell Blake Jr.

## **Warehouse Associate, Forklift Operator, Shipping & Receiving and Data Entry, Inventory Control, Material Handling**

District Heights, MD 20747

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Seeking a position as a Warehouse Worker to assist with Inventory, Shipping, Receiving, Fullfillment, Warehouse Adminstration and Maintenance.

Authorized to work in the US for any employer

## Work Experience

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### **Inventory Control Specialist**

Capital Electric - Upper Marlboro, MD

March 2022 to Present

- Performing physical daily cycle counts, product maintenance and bin location maintenance.
- Researching and correct inventory related variances.
  
- Providing accurate data and reports to the Inventory Control Supervisor or Manager with the use of Eclipse and or Excel.
- Auditing, recording, reporting, and correcting discrepancies from all areas of operations involving inventory control.
- Identifying barriers to performance and assist manager in identifying/analyzing root cause and effect and develop action plans to resolve.
- Performing other tasks, related and not related to Inventory Control, as directed or requested by Inventory Control Supervisor or Managers.
- Ability to operate various Power Industrial Trucks or become certified to operate them.

### **Inventory Control Supervisor**

Revolution Foods - Hyattsville, MD

October 2021 to March 2022

- Lead warehouse members to support daily start-up activities, verifying the processing plan, deliveries.
- Supervise the performance of team members in areas: Safety, Quality, Food Handling, Efficiency/Accuracy.
- Adhere to and promotes proper GMP's when working within food production areas and handling food products.
- Ensured daily receipts are posted in the MRP software.
- Checked and verified internal transfer quantities.
- Performed weekly cycle counts, and post inventory counts in MRP software.
- Ensured Production has all inventory needed for each day's production.
- Responsible for inventory rotation and FIFO inventory rotation.
- Managed food waste program - daily recording and removal of food waste all areas.
- Worked with Purchasing department to ensure all material and process needs are met each day.
- Responsible for food storage according to HACCP program and health applicable regulations.

- Effectively communicated and practiced all company policies.
- Complied with all state Health and Safety codes.
- Proactively identified gaps in performance and expectations and elevates them to resolution
- Worked interdepartmentally to ensure equal accountability and collaboration so problems are shared
- Performed other duties, as assigned, and follows through on requests in a timely manner.

### **Warehouse Worker/ Shipping & Receiving Clerk/ Warehouse Administrator**

Thompson Creek Window Company - Upper Marlboro, MD

July 2018 to October 2021

- Performed an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.
- Kept track of inventory and shipping schedules, addressing the needs of departments within the company, and making sure the work environment is clean.
- Tracked sales data and analyzing production data.
- Maintained inventory records for all incoming and outgoing items to ensure that only authorized materials are stored in the warehouse.
- Coordinated with other departments to ensure that orders are shipped on time, damaged goods are replaced, and customers are kept informed about their orders' status.
- Ensured that warehouse staff members are following company policies and procedures for inventory control and packaging, including safety measures such as wearing protective gear when handling hazardous materials.
- Performed administrative tasks such as ordering new inventory items or renting new storage space when needed.
- Reviewed inventory reports to identify problems with supply levels or product quality, and working with suppliers to resolve these issues.
- Coordinated with shipping companies to arrange for delivery of items purchased online or over the phone.
- Communicated with customers about order status using email or phone
- Assisted with equipment maintenance, including cleaning and repairing forklifts, pallet jacks, and other machinery.
- Coordinated with other staff members to develop storage and retrieval systems that maximize space efficiency and security of materials.

### **E-Commerce Associate/ Warehouse worker**

Goodwill of Greater Washington - Forestville, MD

May 2017 to July 2018

- In a timely manner pull and pack merchandise from the sales floor to fulfill eCommerce Orders by using order reports downloaded from store computer
- Operate computer system to complete the pull of orders and print shipping labels
- Troubleshoot and problem solve when necessary
- Ensure customer service when packing the orders (pack neatly, correctly, label information correctly and sign off on the completion, personally sign and include thank you cards with each order)
- Maintain knowledge of the sales floor and departments
- Maintain a clean and neat eCommerce work area

## **Shipping and Receiving Clerk/Material Handler**

Eaton Corporation - Beltsville, MD

August 2015 to August 2016

Worked with heavy machinery from setup to operation. Machine operators might work with computer-controlled equipment or more mechanically based machines to make sure they are set up properly, working well, and producing quality product. Machine operators make sure their machines are working at full capacity, are stocked with needed materials, well-maintained and perform periodic checks on output.

## **Warehouse worker/ Shipping & Receiving Clerk/ Warehouse Administrator**

Murry's Steaks Inc - Upper Marlboro, MD

November 2001 to December 2014

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

- Maintained inventory records for all incoming and outgoing items to ensure that only authorized materials are stored in the warehouse.
- Coordinated with other departments to ensure that orders are shipped on time, damaged goods are replaced, and customers are kept informed about their orders' status.
- Ensured that warehouse staff members are following company policies and procedures for inventory control and packaging, including safety measures such as wearing protective gear when handling hazardous materials.
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## Education

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### **Certificate**

Career Technical Institute - Washington, DC

June 2012 to June 2013

### **High school diploma or GED**

## Skills

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- Shipping And Receiving (10+ years)
- Forklift Operator (10+ years)

- General Warehouse (10+ years)
- Machine Operator (10+ years)
- Pallet Jack (10+ years)
- Truck Loading and Off Loading (10+ years)
- Computer Hardware (5 years)
- Warehouse Associate (10+ years)
- Picker Packer (10+ years)
- Order Puller (10+ years)
- Data Entry (10+ years)
- Typing
- CRM Software (1 year)
- SAP (3 years)
- Help Desk (3 years)
- E-Commerce
- Warehouse Experience
- Forklift (10+ years)
- Microsoft Excel
- SAP ERP
- Packaging
- English
- Microsoft Office
- Order fulfillment (10+ years)
- Windows
- Supply chain
- SAP Warehouse Management
- Quality control
- Shipping & receiving
- Inventory control
- Problem-solving
- Flexibility
- Team Work
- Reliability
- Documentation review
- Computer literacy
- Materials Handling
- Logistics
- Manufacturing
- Order entry
- Quality assurance
- SAP

- Profit & loss
- Leadership
- Communication skills
- ERP systems
- Heavy lifting
- Writing skills
- Computer skills
- Time management
- Microsoft Powerpoint
- Eclipse
- MRP
- Microsoft Outlook
- Warehouse management system
- Operating systems
- Microsoft Word
- Reach truck
- Customer service
- Organizational skills

## Certifications and Licenses

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### **Forklift Certified**

### **Pallet Jack Certification**

## Assessments

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### **Data Entry — Proficient**

October 2019

Entering data quickly and accurately

Full results: [Proficient](#)

### **Workplace Safety — Familiar**

September 2019

Using safe practices at work

Full results: [Familiar](#)

### **Workplace Safety — Highly Proficient**

April 2019

Following best practices to avoid accidents and injuries.

Full results: [Highly Proficient](#)

### **Merchandise & Supply Storage — Completed**

April 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Completed](#)

### **Spreadsheets with Microsoft Excel — Completed**

December 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

### **Warehouse Associate — Proficient**

December 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Proficient](#)

### **Forklift Safety — Proficient**

February 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### Skills and Qualifications

- Over 20 years of warehouse experience
- High School Diploma
- Ability to safely handle loading and unloading equipment
- Physically able to lift over 60 pounds
- Able to operate a pallet jack and a forklift
- Skilled in basic computer operations
- Ability to stand and or walk for long periods of time
- Strong mathematical skills
- Familiar with warehouse safety precautions and procedures
  
- Operating Systems Microsoft Word
- Microsoft Excel Microsoft Outlook
- Microsoft PowerPoint Business Problem Solving
- Business Communications Customer Service
- Hard Disk Management Computer Repair
- Networking Network Security

### Qualifications

- Keyboarding (50+ wpm) computer entry skills, including Word, Outlook, Excel, and PowerPoint.

- Strengths in recognizing, analyzing and solving basic computer problems.
- Able to handle challenging tasks in a fast-paced environment.
- Outstanding communication skills; demonstrated background working will with students and co-workers in one-on-one or group settings.