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## Skills

Exemplary operation of forklifts, reach lifts, electric pallet jacks, and bendi forklifts..

Proficient in Microsoft Word, Microsoft Excel  
Customer Service, Warehousing, Logistics and Communications

Quick Learner, Determined & Punctual

A Leader & Dependable.

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## Experience

### Multipak/Warehouse Lead

June 2021 - PRESENT, West Caldwell, NJ

- Openly communicated with personnel to keep production flowing.
- Document components that are transferred in between buildings.
- Handled part of the day-to-day shipping operations.
- Verify what is received within the warehouse.
- Contact clients on a need-to-know basis.
  - Keep our logbooks up to date.
  - Distributed work within the team.
  - Trained new employees.

### MSI International / Warehouse Picker

April 2019 - May 2021, Edison, NJ

- Worked in the UPS department, packing materials in boxes to be shipped.
- Managed the loading and unloading of trucks.
- Arranged paperwork for certain companies.
- Selected materials to be shipped.
- Organized inventory for the warehouse.

### Hertz / B Mechanic

December 2018 - April 2019, Newark, NJ

- In charge of maintaining basic repairs and services to all vehicles.
- Prepped new vehicles for transport.

## Education

**Lincoln Technical Institute / Automotive Technology** September 2014 - March 2015, Union, NJ

Courses: Intro to Automotive Technology, Electrical Systems, Gasoline Engines, Brakes Systems, Fuels & Emissions Systems, Automatic Transmissions, Drivability Diagnostics, Manual Transmissions, Advanced Electrical Systems, Air Conditioning and Electrical Accessories, Service Shop Management, Service Shop Procedures

### Union High School / Degree

September 2010 - June 2014, Union, NJ

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## Awards/ Recognitions

- Promoted to Warehouse Lead within a year at Multipak.
- Recognized for taking the initiative at Multipak when short staffed.

Received two raises at FireStone Complete  
Auto Care.