

Darionte Harrison

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I am seeking part-time or full-time employment. I am calm, friendly and polite with strong communication skills. I never let my personal feelings interfere with my work. I am able to learn quickly and adapt to new changes. I am willing to work as a member of a team.

Work Experience

Material Handler 2

PROBI - USA

April 2022 to Present

- Load and Unload materials from shipping containers or company vehicles
- Read Production schedule, work order, shipping order, to determined items to be moved gathered or distributed
- Maintain inventory of shipping materials using Microsoft office/excel
- Receives credit-return material and supplies by identifying supply codes, lot numbers and quantities
- Collect Finished goods from production and supply production with material needed
- Plan and organize work of the assigned warehouse work
- Operates forklifts, pallet jacks, and other machinery to safely move product

Trainer/Lead Reciever

Fenix outdoors

July 2017 to April 2022

- Receive inbound shipments, count product for correct quantities, verify dates and temp, and inspect for damages.
- Trained New Hires and Existing Employees on job functions
- Using a powered electric pallet jack, unload pallets from incoming trucks and safely stage them in the correct areas.
- Retrieve product from reserves to prepare for outbound shipments.
- Label deliveries and allocate them to their designated place.
- Maintain accurate records and assist in inventory control.
- Assist in other duties as needed.

Order Picker/ Driver

Acme Construction

June 2016 to June 2017

- Ensure all inbound products from receiving get unpacked, inspected, recorded, organized, photographed and published on store as quickly as it is received.
- Correspond with the manager and/or vendor to rectify any issues.
- Keep the warehouse organized, ensure adequate supply of shipping/packing materials and boxes for shipping.
 - Maintain a safe and clean work environment.

- Adhere to proper packing techniques and shipping practices. Pack all orders for shipping while being mindful of being efficient and shipping in the most cost effective and timely manner.
- Address all customer calls and emails as a team. Troubleshoot and resolve any inventory or customer support tickets, order issues questions.
- Shipping duties may include occasional pickups and deliveries to USPS/UPS/FedEx.

Order Picker

Furniture, lazy boy furniture
August 2015 to June 2016

Customer Service

Safeway
January 2014 to August 2015

Handy Man

Rock automotive
July 2013 to January 2014

Education

diploma

Truman High School

Skills

- Ability to read and analyze information
- Knowledge of inventory control
- Staff Training and Supervision
- Microsoft Office
- Excel
- Oil changes
- Tire rotation
- Lawn care/maintenance
- Multitasking
- Process improvement mindset
- Knowledge of Microsoft Office
- Workflow Management