

Deviner Garrett

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Work Experience

Shipping and Receiving Clerk/Forklift Operator

HIDDEN VALLEY MANUFACTURING - Wheeling, IL

December 2019 to August 2021

- Placed at our Receiving Plant to work as a clerk, leading a team of 2 Forklift Operators. Creating BOL's, scheduling delivery appointments by phone/email, entering Purchase Receipts into SAP, keeping leads at the Main Plant informed of SAP adjustments and assist with special projects for the Plant Manager
- Reconcile production counts making sure we have everything needed, if not adjust the SAP to match cycle counts and email Material Groups of adjustments
- Verify that Certificate of Analysis' match MSD. Unload oil tankers (trucks/ rail car) for Mixing Department. Enter all BULK materials in SAP and complete receipts for all goods received, damaged or missed
- Operate Forklift to load/offload shuttles. Ensure Palletizer's are full and running for production. Make mechanical adjustments and complete end of the run changeovers
- Use of hand tools and harness to manually connect/ disconnect Railcars. Complete yard checks ensuring all Trailers and Railcars are accounted for and email the Yard checks to the Main Plant

Machine Operator

Simpson Strong-Tie - Batavia, IL

August 2015 to May 2018

- Operation of various machines used to fill, seal and test products
- Very detailed oriented working with nearly 200 plus chemicals, some of which are classified as Dangerous (with a HMIS rating of 4)
- Assign duties to (those on line) Packers and Material Handlers, to reach production needs
- Use of SAP (ERP) Systems to lookup approved stock, transferring it to and from warehouse locations; print labels and input quantity produced
- Assist in changeovers, preventative maintenance practices and self maintenance when machine is inoperable
- Hired as Packer promoted to Material Handler, then Machine Operator, reaching highest position in department

Loader/Unloader

Schneider Logistics - Elwood, IL

May 2015 to August 2015

- Manually unload approximately 2000 items from trailers on a day to day basis
- Operate Electric Pallet Jack to haul pallets when needed
- Use of Sit-Down Reach Truck to stock inventory
- Prepare trailers to be loaded

Forklift Operator

Home Depot Warehouse - Joliet, IL

November 2013 to August 2014

- Picked, wrapped and hauled nearly 120 in less than an hour
- Promoted to operating the sit-down reach truck in a 3 week time period
- Loaded and unloaded trailers in a timely manner using load sheets
- Ensured an adequate supply of inventory without excessive oversupply
- Team-lift items 200 plus pounds

Education

High School Diploma

Urban Prep Charter Academy for Young Men Englewood Campus - Chicago, IL

August 2010 to June 2014

Skills

- Machine Operator
- Packaging
- Manufacturing
- Assembly
- Forklift
- Reach Truck
- Tanker Experience
- Pallet Jack
- Shipping & Receiving
- SAP
- Materials Handling
- RF Scanner
- Order Picker
- Heavy Lifting
- Order Picking
- Load & Unload
- Warehouse Experience
- Warehouse Management

Certifications and Licenses

Forklift Certification