

Donte Henderson

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Professional Summary

I am well-rounded with over 9 years' experience in Customer relations and warehouse operations. Extremely reliable and safety conscious with solid experience in inventory control, data entry, shipping and receiving. I pride myself on being a team player and wearing many hats to help get the goal accomplished. I am self-motivated with great communication and looking for a team to join where I can be an asset.

Skills

Knowledge of Microsoft Office, Excel. Leadership skills, Team Player, Inventory Management. Retail sales and customer service experience. Forklift driving experience.

Work Experience

Supervisor - Inventory Specialist/ Forklift Driver
The Marvin Group March 2017 to July 2022

- Assisted Warehouse manager with daily task. Responsible for maintaining the warehouse daily operations such as receiving, shipping, and checking inventory.
- Responsible for training new hires, making sure my team met daily quotas, did accurate inventory count, and assisted with questions on the floor.
- Maintained accurate inventory records of incoming and outgoing shipments in SAP system.
- Process purchasing orders as required; tracks orders and investigate any problems that occur.
- Assisted team with loading trucks when short staffed. Also assisted as Forklift operator when there was a need to pull down high pallets to complete orders.
- Assisted in other areas of warehouse when asked or when teams short staffed.

Order Selector

Vons Distribution Warehouse Center November 2009 to December 2016

- Accurately selected, assembled, palletized, and handled cases, boxes, bags, and pallets of grocery store items and fittings for delivery to store.
- Demonstrated ability to work well under pressure, organize and prioritize work assignments, and meet established deadlines.

- Shipping and Receiving>Returns.
- Operate Sit-down and standing Forklift.
- Maintain a sanitary and safe work environment.

Sales Associate

Fry's Electronics October 2008 – November 2009

- Greeting customers and informing them of available products and services.
- Knowledge of store electronic products and assisted customers with questions about products and services.
- Handled payment and check out of items purchased.

Informing customers about available products and services. Completing, processing, and maintaining applicable paperwork and records. Accepting multiple forms of payment. Answering customer questions regarding our products, services, financing, and savings opportunities. Shipping/Receiving Inventory Clerk

Zabin Industries June 2003 – September 2007

- Assemble, address, stamp and ship merchandise.
- Help coordinate incoming and outgoing shipment activities.
- Unpack, verify, and record incoming merchandise.
- Arrange appropriate transportation of products.
- Assist with shipping inquiries.
- Perform other duties as assigned.

Education

- Diploma - El Camino Real High School, Woodland Hills, Ca.