
EDWARD STEFANSKI

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PROFESSIONAL SUMMARY

Results-Oriented Professional. Determined, Energetic and Motivated.

Driven by the competition and Challenges in all work Situations.

Works well as a Team Player, Driven to Support fellow Tem members in Achieving common Goals.

SKILLS

- Record Sorting and Filing
- Reliable and Punctual
- Self-Motivated
- Problem Solving
- Data Entry
- Flexible and Adaptable
- Attention to Detail
- Prioritization and Time Management
- Multitasking and Prioritization
- Team Collaboration
- Equipment Troubleshooting
- Inventory Monitoring and Management
- Invoice and Manifest Review
- Carrier Relations
- Shipping Method Optimization
- GPS and route planning
- Order picking and processing
- Materials transport
- Equipment operation
- Shipping and packaging
- Customer Service
- Detail-Oriented
- Product Transportation
- Critical Thinking

WORK HISTORY

Lead Clerk, 03/2016 to 08/2019

AmeriCold Logistics – Covington Township, Pa.

- Strategically distributed administrative tasks amongst staff and provided guidance to promote performance.
- Interacted with customers by phone, email or in-person to provide information.
- Managed multiple projects simultaneously using organizational and analytical skills.

Rotary Kiln Grinder, 06/2006 to 06/2007

Evans & Daniels, Inc. – Plymouth, Pa.

- Kept equipment in good working order by calibrating settings and performing minor maintenance.
- Assessed finished pieces for compliance with standards and removed defective items.
- Manually set up machinery, lathes and grinders.
- Monitored machines and grinding wheels during operation and use to assess functionality and maintain safety.

Warehouse ,Driver, Laborer, 10/2004 to 03/2006

Everon Electrical Contractors ,Inc. – Moosic, PA

- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Achieved consistent safety targets by adjusting driving to different road and traffic conditions, balancing loads and avoiding dangerous driving actions.
- Completed routine pre- and post-trip inspections to evaluate vehicles and assess maintenance needs.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.

- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.

Erector Laborer, 04/2004 to 06/2005

Continental Steel Building Inc. – Easton, PA

- Utilized construction tools and machinery to effectively complete job site projects.
- Interpreted job site supervisor's orders and technical documentation to complete accurate work.
- Performed maintenance and repair of buildings and facilities.
- Worked alongside team to accomplish work goals according to schedule.

Driver, Boom Operator, 06/1996 to 06/2003

Uras Monuments (Rock Of Ages) – Middletown, NJ

Responsible for the Integrity and Preservation and Installation of all Monuments Erected As well of All Interments.

- Operated boom truck smoothly to prevent excessive grapple swings, eliminate cable jerking and reduce wear on electrical and mechanical parts.
- Completed routine pre- and post-trip inspections to evaluate vehicles and assess maintenance needs.
- Trained other staff to operate boom crane, as necessary.

Service Assistant, 03/1993 to 09/1995

Suburban Services Inc. – Holmdel, NJ

Innovative Pool Care and Preventive Maintenance.

Pro-Active Approach to Long Term Structural Integrity.

Warehouse Assistant, 08/1993 to 01/1995

Gales Industrial Supply – Keyport, NJ

Responsible for Purchase and Inventory Control, Shipping and Receiving.

- Unloaded deliveries from trucks in prompt fashion.
- Manually transported warehouse materials weighing up to 100 pounds and maintained stamina while standing, sitting, bending and walking for extended periods of time.

Computerized Press Operator, 02/1992 to 11/1993

Seals Eastern – Red Bank, NJ

Skilled in Injection Mold and Compression Mold,

Responsible for Quality and Inventory Control.

- Achieved challenging production goals on consistent basis by optimizing machine operation.
- Made timely adjustments to machine operations and components to meet demands of different production orders.

Mechanics Assistant, Laborer, 01/1993 to 10/1993

Jackson County Industries – Italian Isle, MS.

Government Contract working out of South Dade Land FL.

Hurricane Andrew Rehabilitation

Responsible for the Maintenance and Repair of Heavy Equipment,

Also Assist in the Clean up and Separation of all Debris so it can be Eliminated.

- Observed site safety rules to maximize protections for team members and equipment.
- Directed traffic away from hazardous locations to protect team members and general public.
- Monitored machines during operation to detect sounds of malfunction or excessive vibration and adjusted machines to eliminate problems.

Warehouse Manager, 06/1990 to 01/1993

Electro Impulse Laboratory Inc. – Red Bank, NJ

- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
- Trained new staff on job duties, company policies and safety procedures for rapid onboarding.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.

Warehouse Manager, 05/1988 to 01/1990

Monmouth Stereo – Red Bank, NJ

- Customer Sales Representative

Responsible for both Inventory and Quality Control

EDUCATION

High School Diploma

Brookdale Community College - Lincroft, NJ