

# Evan Johnson

Coraopolis, PA 15108

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Authorized to work in the US for any employer

## Work Experience

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### **Purchasing and Receiving Clerk**

Sheraton Station Square - Pittsburgh, PA

May 2022 to Present

Handled all incoming and outgoing shipments for hotel while accurately logging the shipments and dispersing across the building where needed. Created requisition sheets for restaurant, coffee shop, banquets to ensure proper supplies were had for events or whatever occasion may have arrived. Logged inventory of all food and other perishable goods monthly. Execute orders based on "BEO" that were given to me each week based on events that are happening in the hotel (work conference, wedding, etc). Maintained a clean and orderly work space daily. Work with all departments to determine when shipments would come in or when one needed to go out. Created systems of requisition for all departments. Scheduled freight and ground pickups daily for customer packages.

### **Shipper/Receiver**

Steel City Collectibles - McKeesport, PA

May 2020 to March 2022

Pulling, packing and shipping orders via ship station. List's products on company websites and 3rd party marketplaces. General warehouse work such as moving pallets, prepping shipments, receiving shipments, recording inventory. Sort breaks for the company. Kept clean work spaces. List products via Amazon eBay and website. Talked to customers about issues with orders and worked to resolve. Worked in mail room shipping via ship station and USPS, Amazon, Fed ex, eBay shipping platforms.

### **Shop Assistant**

Print dropper - Township of Moon, PA

January 2020 to May 2020

Shipping canvases of all sizes in dimensions following proper procedures to ensure quality and customer assurance. Performed other tasks such as making frames from wooden bars, shop cleaning, heavy lifting, and using pallet jacks to move pallets to different areas. Used Microsoft programs to enter data from outgoing and incoming shipments.

### **Shipping and Receiving Clerk**

Fundraising Management - Pittsburgh, PA

October 2019 to January 2020

Package orders in a high-paced environment in a team with deadline specific orders. Performs extreme organization and knowledge of the products while upholding company procedures.

### **Shipping and Receiving Clerk**

Allegheny Millwork - Pittsburgh, PA

October 2018 to September 2019

Worked in warehouse in shipping and receiving, determined best shipment methods to carriers utilizing knowledge of shipment procedures while maintaining a clean and orderly work place.

### **Assembler**

John Deere Turf Care, Furqay, NC

April 2017 to August 2018

Followed all procedures in a high pressured environment to ensure the Zero-Turn Lawn Mowers were correctly and efficiently assembled. Collaborated with a team to keep track of inventory with our data entry database. Developed increased skills when working with power tools and overhead cranes.

## Education

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### **High school or equivalent**

West Johnston High School - Benson, NC

June 2016

## Skills

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- Organized and Goal oriented  
Collaborates well in a team but can perform individual tasks when delegated  
Strong understanding of the importance of work-place safety.  
Customer-focused.  
Always on time and ready to start the day
- Heavy Lifting
- Shipping & Receiving
- Mowing
- Pallet Jack
- Warehouse Experience
- Order Picking
- Forklift
- Packaging
- Materials Handling
- Landscape Maintenance
- Load & Unload
- Inventory Control
- Manufacturing
- Order entry (3 years)
- Buisness operations (2 years)
- Driving (1 year)
- Commercial driving (1 year)
- Logistics
- Microsoft Word
- RF Scanner

## Certifications and Licenses

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### **Microsoft Word**

September 2016 to Present

Proficiently operate Microsoft word.

## Assessments

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### **Work style: Reliability — Highly Proficient**

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

### **Delivery driver — Proficient**

January 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

### **Cashier skills — Familiar**

May 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Familiar](#)

### **Mechanical skills: Monitoring — Completed**

April 2019

Measures a candidate's ability to monitor machine indicators in order to ensure safe and appropriate operation.

Full results: [Completed](#)

### **Work style: Conscientiousness — Expert**

April 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Expert](#)

### **Attention to detail: Inventory — Expert**

July 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Expert](#)

### **Attention to detail — Proficient**

January 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

**Retail skills: Shelf stocking — Familiar**

December 2019

Receiving and storing merchandise or product.

Full results: [Familiar](#)

**Cognitive ability — Completed**

June 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: [Completed](#)

**Emotional competence — Proficient**

November 2019

Managing one's own emotions and understanding those of others.

Full results: [Proficient](#)

**Filing & organization — Proficient**

September 2019

Arranging and managing information or materials using a set of rules.

Full results: [Proficient](#)

**Mechanical knowledge — Completed**

April 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [Completed](#)

**Workplace safety — Expert**

April 2021

Using safe practices at work

Full results: [Expert](#)

**Customer focus & orientation — Proficient**

January 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.