Gary Trout

Amarillo, TX 79108

garytrout6_omy@indeedemail.com

+1 806 206 1105

Willing to relocate to: Colorado

Work Experience

Storeroom Receiving Technician

Owens Corning - Amarillo, TX

July 2018 to February 2024

Unload inbound freight while noting any shortages, overages or damages. Receive parts into SAP computer system. Perform inventory management such as cycle counts and organizing part stock locations utilizing meticulous attention to detail. Carried out office and clerical duties including experience with Microsoft Word, Excel, Outlook and SAP computer systems. Skilled at various file management and file storage methods.

RTM Clerk

Lowe's Home Improvement - Amarillo, TX

July 2014 to July 2018

Responsible for securing credit on defective items, customer returns, and vendor buybacks by contacting and negotiating with vendors. Evaluate and test all customer returned items. Enter and maintain all files, reports and information pertaining to vendor credits obtained. Order, ship and receive items as required for customers and store needs. Arrange for repair of appliances and power equipment that have to be resold. Track costs and maintain price management of resale products.

Lead Receiver/Stocker

Lowe's Home Improvement - Amarillo, TX

March 2010 to July 2014

Responsible for receiving and verifying all incoming freight for the store. Utilized Power Equipment and pallet jacks along with LRT guns and computer software to ensure correct inventory. Note any shortages, overages and damages and communicate those to Receiving Clerk and RTM Clerk. Stock items into proper bin locations. Document and confirm counts of product in Receiving and in stock locations on the sales floor.

Education

2 years (@ 70 hours) college courses in General Studies

Amarillo College - Amarillo, TX

August 1992 to July 1994

High School Diploma in Advanced Transcript

River Road High School - Amarillo, TX

September 1978 to May 1991

Skills

- Report Preparation (10+ years)
- Management (5 years)
- Data Entry (8 years)
- RF Scanner
- SAP (4 years)
- Inventory control (10+ years)
- Forklift (10+ years)
- Materials handling
- Organizational skills (10+ years)
- Microsoft Outlook
- Customer service (10+ years)
- Microsoft Office
- Administrative experience (10+ years)
- Microsoft Word
- Microsoft Excel (4 years)
- Computer skills (10+ years)
- Supervising experience
- Communication skills (10+ years)
- Filing (10+ years)
- Document management (10+ years)
- Warehouse management
- Continuous improvement
- Leadership
- Clerical experience (10+ years)
- Computer literacy
- English (10+ years)
- Quality Control
- 5S (5 years)
- Inventory counting (10+ years)
- Supply chain
- Analysis skills
- SAP
- Data management
- Research
- Data collection
- Social work
- Records management
- Order entry

Certifications and Licenses

Forklift Certification

Driver's License

Electric Pallet Jack Certification

Assessments

Spreadsheets with Microsoft Excel — Proficient
March 2024

Knowledge of various Microsoft Excel features, functions, and formulas
Full results: [Proficient](#)

Work style: Reliability — Proficient
February 2024

Tendency to be reliable, dependable, and accountable at work
Full results: [Proficient](#)

Forklift safety — Proficient
February 2024

Best practices and safety hazards in forklift operation
Full results: [Proficient](#)

Scheduling — Proficient
February 2024

Cross-referencing agendas and itineraries to avoid scheduling conflicts
Full results: [Proficient](#)

Warehouse safety — Proficient
February 2024

Using safe practices in a warehouse setting
Full results: [Proficient](#)

Warehouse shift leader — Proficient
February 2024

Supervising warehouse staff and maintaining safety and security standards
Full results: [Proficient](#)

Attention to detail — Proficient
February 2024

Identifying differences in materials, following instructions, and detecting details among distracting information
Full results: [Proficient](#)

Work style: Reliability — Proficient

March 2024

Tendency to be reliable, dependable, and act with integrity at work
Full results: [Proficient](#)

Working with MS Word documents — Proficient
March 2024

Knowledge of various Microsoft Word features, functions, and techniques
Full results: [Proficient](#)

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