

Grady Peters

Dayton, OH 45431

gradypeters8_jw8@indeedemail.com

+1 740 815 8696

Work Experience

Area Manager

Amazon - West Jefferson, OH

May 2015 to April 2023

- Managed documentation while directing a very large staff
- Ensured proper process of inventory was kept
- Loading and unloading of material for customers and company stock
- Prep orders to be Delivered
- Kept warehouse in clean and tidy at all times
- Answered multi-line telephone and took accurate messages
- Prepared customer orders to be shipped
- Basic office duties

Certified Forklift and Clamp Driver

COSTCO - Mira Loma, CA

April 2015 to April 2018

- Load and unload pallets on and off trucks
- Machine Operator
- Door Calling
- Clean and maintain a clean work area

General Manager

DOMINO'S PIZZA - Delaware, OH

2009 to 2015

- * Managed a staff of 10-15 employees
- * Daily customer service, office functions and paperwork
- * Maintained truck orders and inventory
- * Hiring manager and trainer
- * Upheld company standards with labor costs and inventory
- * Daily deposits and cash handling

Supervisor

FRANKLIN DISPOSABLE'S - Worthington, OH

November 1997 to August 2009

- * Ran Cap, Bouffant and Chef Hat machines that made various disposable products
- * Greeted and directed visitors/customers to their destination and provided general information
- * Answered multi-line telephone, routed calls, and took accurate messages
- * Basic office duties

- * Hired, fired, and performed employee reviews
- * Prepared customer orders to be shipped
- * Supervised 15 to 25 employees
- * Certified forklift and clamp driver

Education

High school diploma in General Studies

Highland High School - Sparta, OH
September 1990 to May 1994

Certifications and Licenses

Forklift Certification