

JOHN E. HARTWELL

PROFESSIONAL ,GOAL ORIENTED, & HIGHLY MOTIVATED

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WORK EXPERIENCE

SHIPPER / RECEIVER / FORKLIFT OPERATOR

CAMERON (HIRED THROUGH BURNETT STAFFING) - Houston, TX - September 2012 to January 2014

Operated sitdown and stand-up reached forklifts to load and unload material for a manufacturing company. Received material such as large crated items, large frame parts, and pallet size items. Compared material counts to manifests, invoices, and purchase orders. Confirmed and posted invoices according to their purchase order by use of SAP computer functions such as (ME23N) and (MIGO). Labeled parts with SAP part numbers, their quantities and stocked each according to assigned locations with in manufacturing plant. Created order pick lists (ZL20) SAP function which I used to pull parts to be routed to different departments as part of work orders or items to be ship out. Also issued those parts from the warehouse to assigned production numbers as part of goods movement through the use of SAP computer program. Prepared items for shipment such as boxing, palletizing, crating,etc. Determined dimensions and weight, arranged the appropriate carrier, and assembled all the proper documentation for shipment. I also posted this information into (VL02N)"Change Outbound Delivery" which is a SAP function. Other duties include completing cycle counts, behaviour-based safety observation and feedback checklist (monthly), and daily forklift checklists. Maintain safe work practices and report any unsafe work conditions.

PIPE FORKLIFT OPERATOR

J.S.W. STEEL (HIRED THROUGH LABOR READY) - Pasadena, TX - September 2011 to August 2012

Operated forklifts: Taylor-TXH 350,TX 360, and other heavier Taylor forklifts. Also worked with Caterpillar 980 and sideloader forklifts. Moved pipe to and from mill locations such as inprocessing,hydro testing,coating,shipping table, and assigned pipe yard locations.Loaded and unloaded trucks. Referenced pull tickets when pulling orders to be ship to customers. Recorded pipe transfers by listing pipe serial #,OD. size, wall size,grade,customer name,heat #, and from-to locations. Pipe sizes range from 24 inches to 48 inches in diameter, .375 to 1.00 inch in wall size, and average 38 feet to 40.8 feet in length. Pipe weight average from 4,000 lbs. to 20,000+ lbs. each. Reviewed order status daily and weekly to determine space needed when allocating and building racks for the pipe yard. Racked pipe in yard by p.o.#,saw order #,item#,grade,diameter size,wall size, and customer name. Inspected pipe for any visual damaged. Completed forklift operators daily checklist to make sure each forklift can lift and moved thousands of pounds of pipe safely according to each capacity. Maintain safe work practices and reported any unsafe work conditions.

FORKLIFT OPERATOR

Link Staffing Service - Houston, TX - July 2011 to September 2011

Operated sitdown and clamp forklifts. Responsible for verifying that bill of ladings matched seal numbers and pallet counts, confirming purchase order numbers matched invoices, verifying invoices to case counts, loading and unloading trailers. Inspected part-materials before moving from dock. Moved parts-materials to assigned locations with in manufacturing plant. Supplied parts-materials to assembly line via forklift. Used scanner gun to record movement of parts-materials to various locations with in plant. Completed daily forklift checklist. Maintain safe work practices and reported unsafe work conditions.

FURNACE OPERATOR / QC INSPECTOR / FORKLIFT OPERATOR

ATI Engineered Products (Hired Through Prostaff) - Houston, TX - February 2010 to May 2011

Responsible for operating and maintaining up to eight furnaces at any one time. Created loads for each furnace and ensured proper grade match programmed recipe. Recorded and monitored furnace readings to ensure each cycle is operating correctly. Loaded and unloaded furnace. Checked elements between each load and changed empty methane tanks. Drained wax, cleaned, and greased furnaces. Break down loads and completed accompanied paperwork. Inspected parts to match specifications for angles, diameter, thickness, height, and gaged threads for threaded nozzles. Inspected for visual chips, cracks, voids, uneven surfaces, and other visual defects. Completed non conformance reports for defected parts. Inspected parts included drill bits, nozzles, and valves plates. Used equipment such as micrometers, calipers, optical comparator, sheffield and master gages, along with other measuring devices. Operated sitdown and stand-up reach forklifts to move material from and to loading dock. Used forklift to move heavy material from department to department with in plant, Completed daily forklift checklist. Maintain safe work practices and reported unsafe conditions.

Material Handler / Forklift Operator

Express Personnel Service - Houston, TX - March 2009 to February 2010

Operated cherry picker, stand-up reached and sit-down forklifts to move parts from receiving dock to assigned locations in warehouse for builder supply distributor. Verified seals and pallet counts to bill of ladings, confirmed purchase order numbers matched invoices, and verified invoices to case counts. Referenced pull tickets stating quantity available, quantity ordered, and list of available locations for items to be pull from. Used scanner gun to record material movement and checked computer for next delivery date on out of stock parts-material. Parts-material included large columns, doors, attic stairs, crown mouldings, custom windows, large bundles of wood, etc. Completed inventory cycles counts. Completed daily forklift checklist. Maintain safe work practices and a clean work enviroment.

EDUCATION

Business Mgmt.

University of Houston (Downtown) - Houston, TX

SKILLS

Forklift operations: sit-down, clamp, stand-up reach, cherrypicker, and side loader forklifts. Shipping / Receiving: bill of ladings match seal numbers and pallet counts, confirming purchase order numbers match invoices, verifying invoices to case counts, and loading / off-loading trucks. Ability to used various scales to weight items that are to be shipped and assigning those items to the appropriate carriers with proper documentation. Experienced in using SAP computer program functions such as *MIGO*-*ME23N*-*MD04*-*MB51*-*MMBE*-*ZE52*-*ZMBINS*-*ZL20*-*CO27*-*MM02*;*VL02N*,etc. Inventory control: completing cycle counts, utilizing build-to-levels when ordering, and operating scanner guns to record material movement. Other skills are order pulling, packing-boxing orders, stocking assembly lines, quality control inspection, furnace operation, pipe yard operations, managerial experience, etc.

LINKS

<http://johne.livewell@gmail.com>

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