

Huiett Randolph

Supervisor

Clifton Springs, NY 14432

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Supervising a group of people at the plant and warehouse coaching and leading employees in the right direction, monitoring the day by day activities, weekly safety meeting and protocol on evacuation the building on terrorist, checking and making sure that the product is what and how the customer wants and expect. Supervisor on a clean and safe work area for employees, bill out product for shipping using Microsoft and excel and also keeping the plant and warehouse informed of the weekly workload by having meeting before shift.

Willing to relocate: Anywhere

Work Experience

Shipping and Receiving Supervisor

K and h precision - Honeoye Falls, NY

April 2022 to Present

Shipping and receiving product making sure the item Matches the blueprint, cleaning and fabricating the item. Using a computer to shipped the item out to a vendor or to the customer using job boss,Microsoft and excel Usp and fedex, Old Dominion. When item comes back from the vendor I the supervisor will check the item for any damages flaws or discoloration and fix the problem.

Supervisor

Baldwin and Richardson - Macedon, NY

July 2020 to April 2022

Supervising a team on the overnight shift. Making sure that the C shift is pulling the correct product for next day delivery. Putting information in the computer using sap and Microsoft printing out Scc labels for customers to scan items. Supervisor the day to day performance hiring and firing people base on performance insuring a clean and safe work area and meeting goals. Also having day to day meeting on how the warehouse and plate is running train and coach employees and solving problems if they come to my attention.

Forklift Operator

Pactiv Evergreen - Canandaigua, NY

August 2016 to June 2020

Loading and unloading trailer with item for Walmart,wegman.CVS. Using SAP on the forklift scanning items making sure the product is correct and the quantity is also correct. Unloading trailer and putting items in different parts of the warehouse.

Parts mover

G.W. Lisk - Clifton Springs, NY

January 2016 to August 2016

Picking up items from different parts of the warehouse also making delivery in the greater Rochester area and the finger lakes.

Housekeeping

Clifton Springs Hospital & Clinic - Clifton Springs, NY
August 2015 to January 2016

Cleaning nursing homes areas and bathrooms, offices and also the cafeteria area.

Deli Clerk/Bakery Clerk and meat clerk

Tops Friendly Markets - Clifton Springs, NY
July 2014 to August 2015

Prep and setup foods in the bakery and deli department. In the meat room cut and weight up meats and wrap up meats for customers and for store showroom.

Assembly Line Worker/Forklift Operator

Kodak - Rochester, NY
October 2008 to February 2012

Assemble cameras parts and ship film to different companies around the world.

Education

High school diploma

Edison Career And Technical High School - Rochester, NY
September 1997 to June 2000

Skills

- Inventory control
- Shipping & receiving
- Custodial experience
- Licensed forklift operator
- SAP
- Assembly line
- Bakery deli meat clerk
- Warehouse experience
- Heavy lifting
- Load & unload
- Packaging
- Assembly
- Pallet jack
- Reach truck
- Supervising experience
- Moving

- Materials handling
- Shipping & receiving
- Driving
- Forklift
- Box truck
- Manufacturing
- Warehouse supervisor experience
- ERP systems
- Leadership
- Succession planning
- Warehouse Management
- Order Picking
- Residential Cleaning
- Microsoft Word

Certifications and Licenses

Forklift Certified

October 2005

Hazardous Waste Operations & Emergency Response Training

Confined Space Certification