

Jeffrey Alexander

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Authorized to work in the US for any employer

Work Experience

Warehouse Associate (Temp)

Leonardo Helicopters - Philadelphia, PA

October 2022 to February 2023

Performed all warehouse laborer duties including picking, packing, counting, and maintaining a clean area.

Keeping detailed records of what is in the warehouse, and where fellow staff can find specific products. Finding goods as soon as possible when required. Using heavy machinery to move enormous packages. Recording the movement of all packages.

Responsible for filling customer orders and delivering them to the delivery platform in a manner that meets company standards for safety, security and productivity.

Mark and label containers, container tags, or products, using marking tools. 2) Measure, weigh, and count products and materials. 3) Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.

Warehouse E-Commerce Clerk

Monarch Brands - Philadelphia, PA

March 2022 to September 2022

- Performed all warehouse laborer duties including picking, packing, counting, and maintaining a clean area.

- Keeping detailed records of what is in the warehouse, and where fellow staff can find specific products. Finding goods as soon as possible when required. Using heavy machinery to move enormous packages. Recording the movement of all packages.

Janitorial Worker

ELITE Facility Services - Philadelphia, PA

January 2022 to June 2022

Responsible for cleaning building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and empty trash. Service, clean, and supply restrooms. Clean and polish furniture and fixtures. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees

Order Selector/Inventory Control Clerk

Poja Warehouse - Philadelphia, PA

March 2016 to April 2022

Responsible for filling customer orders and delivering them to the delivery platform in a manner that meets company standards for safety, security and productivity.

Landscaping Laborer

DKZ's Landscaping - Philadelphia, PA

April 2012 to September 2017

Perform groundskeeping and building maintenance duties. Mow lawn either by hand or using a riding lawnmower. Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls. Landscape by planting flowers, grass, shrubs, and bushes.

Dishwasher

Green Valley Country Club - Philadelphia, PA

July 2014 to February 2016

Clean dishes, kitchen, food preparation equipment, or utensils. Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintain kitchen work areas, equipment, or utensils in clean and orderly condition.

Order Selector/Packer

Penn State Industries - Philadelphia, PA

January 2011 to June 2014

Mark and label containers, container tags, or products, using marking tools. 2) Measure, weigh, and count products and materials. 3) Examine and inspect containers, materials, and products in order to ensure that packing specifications are met.

Team member

Team Clean Inc. - Philadelphia, PA

July 2007 to October 2010

Responsible for cleaning building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and empty trash. Service, clean, and supply restrooms. Clean and polish furniture and fixtures. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees

Education

High school or equivalent in Academics

Overbrook High School - Philadelphia, PA

Skills

- Order Selector (8 years)
- Order Puller (8 years)
- Pallet Jack (8 years)
- Picker Packer (8 years)
- Selector
- Order fulfillment (8 years)
- English
- Shipping & Receiving (8 years)
- Warehouse experience (8 years)

- Custodial Experience
- Forklift (1 year)
- Picking and Packing
- Order Picking
- Load & Unload
- General Labor
- E-Commerce
- Materials Handling
- Reach Truck
- Order Picker
- Analysis skills
- Stocking
- Microsoft Excel
- Computer skills
- Math
- Microsoft Office
- Microsoft Word
- Warehouse management system
- RF Scanner (8 years)
- Inventory Control (4 years)

Certifications and Licenses

PIT Operator Training Credentials

May 2022 to Present

Certified in multiple warehouse lifts, including:

Stand Up Rider Reach (Wave)

Sit Down CB Battery Lift (ForkLift)

Sit Down CB IC Engine Lift (Forklift)

Stock Picker (Cherry Picker)

Carton Clamp Lift (Bale Clamp)