

Jermaine Palmer

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Summary

Top performing associate with a strong background in janitorial services, construction and manufacturing warehouse operations.

Accomplished in optimizing workflows, streamlining inventory management functions, and enhancing safety in the workplace.

Highly skilled at operating heavy equipment and machinery to store and transport materials and supplies throughout manufacturing facilities and to construction sites. 10 years of technical background, knowledge of standard cleaning procedures and chemicals and safety equipment. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

Abilities include

- Extremely productive in a high volume, high stress environment
- Intermediate skill level in Microsoft Office and Adobe
- Knowledge of hazard safety rules
- Ability to perform physical tasks
- Flexible productive worker with a can-do attitude.

Work History

10-17 - present **Material Handler**

Americold Logistics Hatfield, PA

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
- Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
- Maintains in-process inventory at work centers by delivering and opening materials and supplies.
- Documents materials and supplies disposition by recording units delivered and location of units.
- Receives credit-return material and supplies from production by verifying materials and supplies code and lot number and quantity; placing materials in stock.
- Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product.
- Documents product shipment by recording units shipped.
- Maintains material-handling equipment by completing pre-use inspections; making operator repairs.
- Contributes to team effort by accomplishing related results as needed. Skills/Qualifications: Organization, Scheduling, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Inventory Control, Lifting, Data Entry Skills.

7-2017- 10-2017 **Assembler/Warehouse worker**

National Refrigeration - Bensalem, PA 19020

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.

- Assembling doors and counter tops for refrigeration units.
- Cleaning and preparing units for shipping, also charging refrigeration units with freon.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.

3-2017 - 7-2017 **Shipping Associate**

Eastern Manufacturing Inc. - Langhorne, PA

- Prepares orders by processing requests and supply orders, pulling materials, packing boxes, placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Maintains inventory controls by collecting stock location orders and printing requests.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat, maintaining clean shipping supply area, complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Maintains technical knowledge by attending educational workshops, reviewing publications.
- Contributes to team effort by accomplishing related results as needed.

8/2016 - 3/2017 **Finish Operator**

Graphic Packaging International – Phoenixville, PA

- Load packaging machine.
- Ensure glue lines are properly sealed on products.
- Review orders to ensure product count is accurate.
- Review order form to ensure accuracy of customer's order.
- Provide quality control to ensure packages meet standards.
- Prepare orders for shipment.

Warehouse Clerk

- Process incoming shipments of stock.
- Fulfill customer orders (outgoing shipments).
- Perform other warehousing customer service inventory duties as needed.

3-2014 - 8-2015 **Cement**

Mason/Laborer

Kev's Concrete Services – Philadelphia, PA

- Responsible for mixing spreading, compacting, finishing and curing concrete
- Securing concrete forms to ensure they are properly constructed
- Set concrete form holders to the desired pitch and depth and align them

2013 - 2015 **Environmental Lead**

Tender Moments Learning Center – Philadelphia, PA

- Responsible for maintaining the facility according to regulated cleaning standard operation procedures
- Follow documented guidelines when reporting damages and needed repairs
- Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed ● Ensure security and compliance

2008 - 2010 **Shipping & Receiving Clerk**

Fifty-Nine Fifty Hat Company – Harrisburg, PA

- Responsible for preparing items for shipment by comparing and identifying information and counts.

- Insert items into containers/boxes using spacers and fillers and protective padding.
- Examine outgoing shipments to ensure shipments meet specification.
- Maintain inventory of shipping materials and supplies.
- Responsible for maintaining departmental records and invoices.

2005 – 2008 **Janitor**

Sherwood Commercial Cleaning Philadelphia, PA

- Clean medical offices and warehouses at three different locations
- Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and furniture Monitor building security and safety by performing such tasks as locking doors after operating hours

_ Education

Associate Degree in Computer Aided Design

ITT Technical Institute, 2012

High school diploma

Community college Philadelphia, 2008.

_ References

Brian Mingione

McCallion Group

215-855-8000

Paul Sutherland

City of Philadelphia

215-683-1205