

Keidrick Elijah

Logistics

Denver, CO

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Authorized to work in the US for any employer

Work Experience

Warehouse (inventory/shipping) Coordinator

Victory Packaging - Atlanta, GA

November 2016 to Present

Pick small and large parts from storage locations to fill dealer orders
Verify part number, description, and quantity to ensure proper shipment
Use RF gun technology (barcode scanning and data input)
Pack parts professionally to ensure safety during shipment in order to eliminate freight damage
Receive incoming parts for stock keeping purposes
Verify part number, description, and quantity to ensure proper receipt
Stack material in assigned storage location and complete appropriate documentation
Participate in warehouse projects including: stock re-arrangement, cycle counts, warehouse scraps, part repackaging, and warehouse auditing
Maintain cleanliness of individual work area and participate in general warehouse housekeeping
Operate all warehouse material handling equipment including: counter balance forklift, reach truck, pallet jack, recycling equipment, RF Guns, packaging machines
Pass all required forklift and hazardous materials testing
Maintain minimum productivity requirements on a daily basis
Consistently meet or exceed minimum accuracy requirements
Perform various duties with receiving/stock keeping and pick, pack, and shipping of car parts to luxury dealers
Dock loading and unloading on a daily basis palletizing product to be shipped and unloaded products to be put away

Clamp Truck Operator/Assistant Machine Operator

McCall Pattern Company - Manhattan, KS

March 2015 to May 2016

- Set up machinery and assemble stations
- Plan and assign work tasks in order to meet production goals efficiently
- Perform general and preventative machine maintenance tasks
- Perform limited quality control checks as directed
- Ensure that all machines are in perfect working orders at all times
- Clean and maintain work areas as directed

Lead Warehouse Coordinator/ Inventory Specialist

CGI/HCI - Fort Riley, KS

May 2010 to February 2014

Verified materials (or merchandise) against receiving documents, notated and reported discrepancies and obvious damages; routed materials to prescribed storage locations; some storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranged and completed inventory of stored materials; examined stored materials and reported deterioration and damages; removed all materials from storage and prepared it for shipping. Operated motor vehicles and material handling equipment. Utilize a computer-based inventory and bar-coding system for entry, identification and tracking of material. Obtained certification to operate various types of forklifts (Propane, 4k, reach truck, cherry picker and 6K). Shipped supplies domestically and internationally through Fedex. Generate reports in Microsoft Excel. Utilize Windows 7 operating system. Also Part team delivery driver.

Package Handler

UPS - Texarkana, AR

May 2007 to November 2009

Store packages in appropriate vehicles according to identifying information, such as street addresses. Scan incoming and outgoing packages. Sort and compile package in warehousing areas. Inventory and scan 12,000 packages per day. Inventory and scan 3,000 packages per hour. Began work as an unloader, and then progressed to scanner within 1 year. Handling packages that range from 2 pounds to 150 pounds Responsible for loading and stocking delivery trucks with proper packages for specific routes Utilize automated systems such as bar code wands, laser scanning equipment, and computer terminals to read, store, route and track information. Check and visually and physically examine a variety of incoming material. Manually stack, arranged and rotated items according to height, width, weight instructions Perform standard and/or routine packing assignments, packing and repacking a variety of item or shipment. Ensure all labeling, marking, and addressing requirements are met prior to releasing material for final loading/shipment.

Collector/Customer Service Representative

West Asset Management - Texarkana, AR

January 2005 to March 2007

Attracted potential customers by answering product and service questions; suggested information about other products and services. Opens customer accounts by recording account information. Maintains customer records by updating account information. Handled Inbound and Outbound consumer calls to assist consumers to set up payments and payment arrangements Resolved product or service problems by clarifying the customer's complaints by determining the root cause of their problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; followed up with consumers.

Education

Associate in Aviation Maintenance

Aviation Institute of Maintenance - Atlanta, GA

Present

Associate in Aviation

Aviation Institute of Maintenance-Atlanta - Duluth, GA

Present

Diploma

Arkansas High School

Skills

- Microsoft Word and Excel (4 years)
- Warehouse Associate (10+ years)
- Osha
- Warehousing (10+ years)
- Forklift (10+ years)
- Logistics (10+ years)
- Warehouse (10+ years)
- Inventory Control (5 years)
- RF scanner (3 years)
- shipping (10+ years)
- Pallet Jack (10+ years)
- Microsoft Word (5 years)
- Shipping And Receiving (10+ years)
- Excel (8 years)
- Cherry Picker (5 years)
- Forklift Operator (10+ years)
- DoD Experience (7 years)
- Docker (10+ years)
- Inventory (10+ years)
- Microsoft Office
- Sales (5 years)
- Typing (7 years)
- Word (10+ years)
- training (8 years)
- Materials Handling (10+ years)
- Reach Truck (7 years)
- Freight Experience (10+ years)
- Clamp Truck Experience (4 years)
- MySQL
- Operating Systems
- Load & Unload
- ISO (3 years)
- SAP (3 years)

Certifications and Licenses

Forklift Certified

Present

Driver's License

Additional Information

Aviation Institute of Maintenance I'm responsible for the maintenance of aircrafts and perform tasks like inspecting mechanical equipment, doing repairs, replacing parts, assessing part deterioration, and using diagnostic devices.