

## Professional Summary

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LABOR bringing extensive experience in high-volume warehouse operations, including logistics, distribution and inventory management.

Skilled OPERATOR well-versed in warehouse operations, shipping and logistics. Exceptional organizational skills and strong attention to detail.

## Skills

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- [Name] Certified Personal Train
- Mathematical aptitude
- Forklift operation
- CPR certified
- Quality inspection
- Material inventory skill
- Shipping and receiving
- OSHA standards

## Work History

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**Package Handler** 10/2017 to 03/2018

**Yancey's Fancy** – Corfu, ny

- Processed [Number] shipments per [Time period] .

Operated PC and RF-based computer systems with a high level of accuracy.

- Monitored department performance data to identify and avoid potential risks.
- Attached identifying tags to containers.

**Tax Specialist III** 06/1996 to Current

**self employed** – Akron, ny

- Saved client 150 by uncovering eligibility for refund credit.
- Reviewed clients tax filing papers thoroughly to determine their eligibility for additional tax credits or deductions.
- Performed administrative tasks such as record-keeper, writing correspondence and gathering materials.
- Researched topics and completed due diligence to resolve issues in a timely manner.
- Collected and arranged information and entered details into computer database.

**Warehouse Worker** 03/2017 to 08/2017

**Cascades Container Packaging - Lancaster** – Lancaster, ny

- Loaded products weighing up to 5000pounds onto trailers for delivery.
- Moved freight, stock and other materials to and from storage and production areas and loading docks.
- Tracked time spent on assignments each day for productivity reporting.
- Verified computations against physical count of stock.
- Operated forklift and other heavy machinery safely.
- Operated PC and RF-based computer systems with a high level of accuracy.

**Advanced Inspection Engineer** 06/2016 to 02/2017

**Snelling Staffing** – Amherst, NY

- Determined adjustment and certification methods, formulas, and measuring instruments required based on blueprints and helped resolve production problems such as [example .tag out machine clean fix what ever to stop inventory damage
- Collected samples during production and tested randomly to determine in-process product quality.

- Routinely checked measuring equipment to resolve testing problems.
- Presented clear, organized data in graphs, charts, tables and written reports.
- Recorded defects and coordinated issue resolution with development team and functional leads.
- Performed preliminary, in progress, hidden damage and final product inspection
- Inspected and packaged products meticulously according to manufacturing specifications.

## Inspection

05/2015 to 02/2016

**Wilson great batch** – Clarence, new York

- Received and correctly processed both written and verbal instructions, prints and work orders.
- Obtained appropriate tooling and fixtures.
- Recognized and reported defective material and equipment to shift supervisor.
- Set up and tested monitors and calculators and recorded test data per engineering and quality specifications.

## Reach Truck Operator

10/2006 to 04/2012

**Erie Logistics tops distribution** – Lancaster, ny

- Safely loaded and unloaded deliveries according to size of load and content description.
- Submitted all delivery documentation in a timely manner.
- Inspected the truck for defects and safe operating condition before, during and after trips.
- Loaded and unloaded freight to assure safety and minimize risk of damage and dangerous conditions.
- Attended and participated in all driver safety meeting

## service professional certified trainer

11/2012 to 01/2015

**Olive Garden Italian Restaurant** – Williamsville, ny

- Worked directly with [\[departments, clients, management\]](#) to achieve profit.
- Supported Chief Operating Officer with daily operational functions.
- Clearly and promptly communicated pertinent information to staff, such as large reservations or last minute menu changes.
- Interacted positively with customers while promoting hotel facilities and services.
- Correctly calculated inventory and ordered appropriate supplies.
- Recognized and formally acknowledged outstanding staff performance to boost company morale and productivity
- Promoted a positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Led and directed team members on effective methods, operations and procedures.
- Oversaw front of house personnel to maintain adequate staffing and minimize ov
- Quickly identified problem situations and skillfully resolved incidents to the satisfaction of involved parties.

## Education

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**92:** computer software

2015

**computers -**

certificate

- Courseware in Professional Prospecting Skills
- Top [\[Number\]](#) % of class

**96:** taxes

**Tax Specialists Inc -**

- Continuing education in taxes
- Courseware in Professional Prospecting Skills

## Accomplishments

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2 self owned companies

- *Conflict Resolution*  
Responsible for handling customer account inquiries, accurately providing information to ensure resolution of product/service complaints and customer satisfaction.
- *Customer service*  
Consistently received positive feedback from guests and created repeat business by developing long-term relationships with customers.  
Handled guest complaints, maintaining a positive dining experience for all rest.
- *Financial*  
Compiled inventory lists and worked with vendors for product pricing and special orders.  
Handled high volume sales with cash, credit and gift card transactions, balancing cash draw at end of shift with 100% accuracy rate.
- *Project Development*  
Collaborated with team of 6 in the development of commercial cleaning.