

Mark D. Harlan Jr.

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Objective: To be a dedicated, motivated team player in a fast paced environment

Education: G.E.D. Christian County Illinois Board of Education July 26 2004

Forklift Certified (Recertified March 2019)

Experience:

- Diligent, courteous, and professional while maintaining a cheerful, helpful attitude.
- Very organized with ability to multi-task and problem solve. Able to work Independently with minimal verbal or written direction.
- Prioritized a wide range of tasks to keep jobs running smoothly and effectively, identified and efficiently responded to task priorities, and maintained good working relationships with others.
- Closely interacted and coordinated between other employees. Used a cheerful personality to create an environment that was fun, open to questions, and willing to help with any issue.

Employment History:

- United Reprographic Supply Inc., 303-680-1100 Supervisor- Tim Kezlan, Warehouse Associate/Inventory Control Jan 2017 – Sep 2019, Receive all product and verify correct amounts and put into inventory, conduct weekly cycle counts and research any discrepancies, pull orders for will call, local couriers, UPS and Fed Ex. Ship product to customers LTL using a number of over the road companies (Customer usually chooses what trucking company they wish to use).
- Owens & Minor, Denver, CO., 303-576-4293 Supervisor- Manuel Gonzalez, Inventory Control Mar 2015 - Oct 2016, Do cycle counts, check discrepancies and investigate over ships and under ships. I started out as a order picker for the first five months and then transferred to Inventory Control.
- City Wide Maintenance, Denver, CO., 303-301-4077 Supervisor- Klete Nelson, Night Manager Jan 2013 - Mar 2015, Resolve customer issues by meeting with the service providers and making sure the issues are addressed and taken care of in a timely manner, making sure the customer never runs out of supplies.

•Walmart Super Center, Taylorville, IL., 217-287-7219 Supervisor- Many, Sales Associate May 2012 – December 2012 Maintaining overstock, keep shelves stocked, help customers find what they are looking for, answer any questions they might have and make sure they have the best shopping experience possible. Reason for leaving- To move back to Colorado.

•Sebo America LLC. Englewood Co., 303-792-9181 Supervisor- John Van Leuven, Warehouse Manager July, 2004 – January 2009, Shipping and receiving of large orders for customers and vendors, Maintain and count inventory, Order product to keep warehouse stocked, Take orders and helping customers with warranty issues. Reason for leaving – Company was down sizing due to the economy.

•Abra-ca-dabra Doors, Aurora Co., Head Fabricator November 1998 – April 2004, Supervisor – Mark Lyvers, Fabricating custom garage doors and track for residential and commercial applications, Expert installations, Maintenance and repairs, Shipping and receiving of garage door parts and accessories to various customers and suppliers. Reason for leaving – The company went out of business.

•Darant Distributing, Inc., Denver Co., Order Puller March 1998 – November 1998, 303-288-0696 Supervisor– Rich Wyatt, Pulled Laminate orders for will call, Stock product in designated areas, Maintain and count inventory, Shipping and receiving of large orders for customers and suppliers. Reason for leaving- Went to work for Abra-ca-dabra Doors

•IMM Commerce City Co., Metal Fabricator January 1996 – March 1998, Break Press Operator, Draw Press Operator, Punch Press Operator, Fork Lift Operator, Biggs Hyper Market, Thornton Co., Overnight Stocker, Stocked groceries, Order and maintain stock and unload shipments nightly.

References:

Professional and personal references available on request.