

# Marlon Holloway

## General Laborer - Imperial Construction

Houston, TX  
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To excel in a challenging and rewarding industrial environment requiring utilization of organizational and technical skills in distribution, inventory control and order processing and become a valued asset within an established organization.

### WORK EXPERIENCE

#### **General Laborer**

Imperial Construction - Houston, TX - May 2014 to Present

Clear work areas of debris and other hazardous materials effectively

- Assisted construction workers in mixing and applying concrete
- Load and unload construction materials per project specifications
- Clean spills and place traffic control signs where appropriate
- Manage maintenance activities on equipment and tools
- Assist in operating power tools when necessary
- Clean site area after each shift, dispose of waste safely and appropriately
- Direct traffic when needed

#### **Forklift Driver/ Logistics**

Warehouse-Strategic Janitorial Solutions - Houston, TX - August 2013 to April 2014

Maintained appropriate stocks for shipments, accurately calculated freight charges, directed delivery trucks following all safety procedures.

- Inspected loading and unloading of the requested goods and materials to ensure quality, guided the clients to collect their orders, handled the inner-yard deliveries
- effectively unloaded the heavy packages and raw materials from the vendors' warehouse, and maintained appropriate records and invoices
- Supervise maintenance procedures of the vehicles, minimized the damage of the received shipments by operating the fork lifting equipment with precision and accuracy.
- Tracked OT orders; developed and integrated logistics support plan

#### **Inventory Specialist**

RGIS Inventory Control - Houston, TX - January 2011 to July 2013

accurately and efficiently perform fixed asset inventory count

- Managed audits applications of supplied products and assured its availability in the inventory
- performed inventory reconciliations, and reported discrepancies
- Maintained electronic data files on every product delivered, received, and purchased for the inventory
- Resolved daily issues related to receiving, order fulfillment, and inventory control

#### **Forklift Driver/ Logistics Specialist**

BMS CAT - Fort Worth, TX - April 2007 to October 2010

Safely and accurately calculated, built and assembled customer orders to prepare them for delivery, inner-yard transfer or customer pick-up.

- Carefully loaded materials for delivery onto trucks in cooperation with the truck drivers.

- Unloaded and stocked incoming material from vendors; stored appropriately and logged all documents
- organized all materials to minimize damage, operating forklift equipment and performing routine maintenance during down time, safely and neatly maintaining storage areas, entry and exit points, and all high traffic avenues of the facilities to allow for unobstructed safe passage.
- Professionally and courteously assisted all customers as they enter the yard for material pickup or returns.

### **Shipping Clerk**

PSS of Dallas - Grand Prairie, TX - May 2005 to March 2007

Scale in all loads and check in trucks to confirm proper load and merchant numbers

- Print out day by day freight schedule with proper inbound and outbound load sheet
- Receive calls and provide customer service in a timely and friendly manner
- Perform the inbound and outbound document filing, verify weight scales to tickets
- Download and assign pictures to a variety of shipments to improve record keeping system; promote safe working conditions daily

### EDUCATION

#### **High School Diploma**

Leilehua High School - Wahiawā, HI