

MATTHEW TODD WOLFE

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PROFESSIONAL SUMMARY

Dedicated Warehouseman with 7 years of experience. I am a hard working and reliable individual seeking a position in a Warehouse or Parts Department.

Friendly and enthusiastic. Able to learn new tasks quickly. Given a chance for employment I feel that I would be a worthwhile employee to your Company.

SKILLS

- Monitoring
- Time Management
- Customer and Personal Service
- Forklift Operator
- Class B CDL

EXPERIENCE

Warehouseman, Jun 2008-Nov 2015

Walker Machinery , Rita, WV

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Drive trucks in order to pick up incoming stock or to deliver parts to designated locations.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.

Lab Technician, Nov 2007-Jun 2008

SGS, Beckley, WV

- Conduct routine and non-routine analysis of in-process materials, raw materials, environmental samples, finished goods, or stability samples.

- Compile laboratory test data and perform appropriate analysis.
- Complete documentation needed to support testing procedures including data capture forms, equipment logbooks, or inventory forms.
- Calibrate, validate, or maintain laboratory equipment.
- Receive and inspect raw materials.
- Investigate or report questionable test results.
- Ensure that lab cleanliness and safety standards are maintained.

Lab Technician, Jun 2005-Nov 2007

Standard Laboratories, Madison, WV

- Conduct routine and non-routine analysis of in-process materials, raw materials, environmental samples, finished goods, or stability samples.
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- Complete documentation needed to support testing procedures including data capture forms, equipment logbooks, or inventory forms.
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- Receive and inspect raw materials.
- Investigate or report questionable test results.
- Ensure that lab cleanliness and safety standards are maintained.

Cashier, May 2002-Jun 2005

Wal-Mart, Logan, WV

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.

EDUCATION

High School Diploma, College Prep, Jun 2002

Logan High School, Logan, WV