

Michael Donnelly

Warehouse Specialist

Denver, CO

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Willing to relocate: Anywhere

WORK EXPERIENCE

Warehouse Specialist

Professional Contracting Service Inc - Norfolk, VA -

2014-08 - 2016-09

- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Maintains inventory controls by collecting stock location orders and printing requests.
- Completes reports by entering required information.

Dishwasher

CHOPS INC - Virginia Beach, VA -

2013-04 - 2014-08

- Ensure the dishes and cookware are washed and sanitized properly following all rules and regulations of the state and federal guidelines.
- Required to stock the shelves and help to keep things organized meeting the establishment's preference
- Assist cooks and chefs in line preparation.

Alarm Technician Associate

Alarm and Electronics INC - Miami, FL -

2011-07 - 2012-12

- Technician associate performed duties required in installation, repair, and alarm systems removal
- Warehouse facilities management- responsible for cataloging, inventory, and placement of alarm equipments.

EDUCATION

Business Administration

Tidewater Community College

2015-06

High School Diploma

Ocean Lakes High School

2011-06

SKILLS

MS OFFICE, MULTITASKING, SIGN LANGUAGE

ADDITIONAL INFORMATION

Skills & Abilities

- Proficient with computers
- Skilled in Microsoft office
- Able to work under heavy stress while multitasking
- Fluent in two languages-American sign language and English
- Extremely proficient with lip-reading able to communicate both orally and in sign language
- Strong work ethic
- Flexible
- Easily trained