

Orlando Toole

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Warehouse/Maintenance Professional

Summary:

- A born leader inspires others to work at their highest level.
- Committed to professional growth and development.
- Represent my company with dignity and professionalism.
- Learn and comprehend new systems and methods quickly.
- Focus on specific tasks, keeping overall project goals in mind.

Experience:

Salvation Army

Springfield, MA

Sorting Room Supervisor

2016-2018

- Supervised staff of 30-45 employees.
- Follow-up on orders/donations to ensure they are received.
- Supervised and coordinated activities of workers concerned with ordering, receiving, storing, inventorying, issuing and shipping materials, supplies, tools, equipment and parts in stockroom, warehouse and yard..
- Scheduled work for special and periodic inventories.

C&S Wholesale Grocers

Windsor Locks, CT

Selector

2014 to 2015

- Safely operated forklift and electric pallet jack to select cases of groceries, using audio headset and working in team environment.
- Palletized selected items to prepare for shipment.
- Awarded for consistent high percentage of selecting with name displayed in warehouse.

Salvation Army

Hartford, CT

Factory Worker/Warehouse Supervisor

2010 to 2014

- Reviewed records to determine accuracy of information and compliance with established procedures.
- Scheduled work for special and periodic inventories.
- Determined work procedures, prepared work schedules and expedited workflow.
- Issued written and oral instructions.
- Assigned duties and examined work for exactness, neatness and conformance to policies and procedures.
- Studied and standardized procedures to improve efficiency of subordinates.
- Supervised and coordinated activities of workers concerned with ordering, receiving, storing, inventorying, issuing and shipping materials, supplies, tools, equipment and parts in stockroom, warehouse and yard.

Food Service

- Supervised employees engaged in serving food and in maintaining the cleanliness of food service areas
- Supervised the serving of meals.
- Inspected kitchen and dining areas, kitchen utensils and equipment to ensure sanitary standards were met.
- Kept records, such as amount and cost of meals served and hours worked by employees.
- Requisitioned and inspected foodstuffs, supplies and equipment in order to maintain stock levels and ensure standards of quality were met.

Project Renewal

New York, NY

Maintenance

2005 to 2009

- Repaired and maintained physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses and logging and mining constructions.
- Used hand tools and power tools to buff floors.
- Replaced defective electrical switches and other fixtures.
- Painted structures and repaired woodwork with carpenter's tools.
- Repaired plumbing fixtures.

Education:

Mercy College, **18 Credits**

New York, NY

