

Otha Gilliam

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SUMMARY OF QUALIFICATIONS

***Operational Oversight *Shipping and Receiving Skills *Forklift Operator *Conflict Resolution Skills**

Triad Manufacturing, St. Louis MO, 2015 to Present

Inventory Specialist/Forklift Driver

Inventory Specialist:

- Conduct Cycle Count inventory processes to ensure accuracy and timely execution
- Schedule categories for Cycle Count inventory and maintain strict records
- Oversee and evaluate stock rotation procedures
- Maintain adequate storage for warehouse and on-site inventory
- Maintain and evaluate inventory records on a daily basis to ensure accurate inventory levels
- Train staff in product categorizing and create procedures to eliminate loss of inventory
- Create an efficient space utilization plan of inventory
- Notify management of shortages or other problems that could impact product manufacturing
- Instruct staff on proper procedures for locating and utilizing product inventory
- Check bulk orders for accuracy and quality prior to shipment
- Read blueprints to prepare and send proper inventory as requested by the vendor

Forklift Driver:

- Moving inventory packed on pallets or in crates around the warehouse facility in a timely manner to ensure efficient production
- Stacking inventory in the correct location, following inventory control instructions
- Build pallets to store and move inventory
- Stacking goods in the correct storage bays, following inventory control instruction
- Checking loads are secure
- Stacking empty pallet
- Performing daily equipment checks such as recharging the truck's battery and lubricating equipment

St. Louis Job Corps Center, US Department of Labor, St. Louis MO, 2013 to 2015

Shipping and Receiving Clerk

Shipping and Receiving:

- Successfully supervised loading and unloading of goods, products and ensured all merchandise were properly placed in designated areas within the Center's Warehouse
- Accurately prepared, wrapped and weighed items for shipping in according to package orders slips and documents information
- Utilization of Peachtree Accounting to verify and track all Accounting procedures
- Implementation of high volume of the center's orders on a daily basis.

- Also followed all procedures and keep accurate records in according to Department and organizational goals and procedures
- Provided daily supervision of loading and unloading incoming goods, food items and other material into the center's warehouse
- Ensured that all merchandise was handled with care and placed in correct location within the Center's warehouse
- Daily monitoring of all incoming inventory paperwork and documentation
- Oversaw the entire warehouse to make sure most if not all food and other supplies were always at capacity.
- Oversight of the warehouse cleanliness and ensured the organization and proper documentation of missing items, delivery cancellations and damaged merchandise along with incomplete delivers
- Displayed proficient usage of forklifts and other power machinery when unloading and loading items within the Center's Warehouse

Hobby Lobby, St. Louis MO 2005 to 2015

Warehouse Clerk

- Worked under the guidance of Store Manager providing daily maintenance task as assigned
- Oversaw daily unloading and loading of goods and services to be delivered to various locations throughout the region
- Followed Warehouse procedures to ensure all guidance are met and maintain on a daily basis of store items for delivery
- Provided daily cleaning of service floor, counter tops and other duties as assigned by Store Manager
- Usage of stripping, buffing and waxing of floors in and around the store
- Perform other duties as assigned by Store managers

EDUCATION

Bachelor of Arts, Business Administration, 2005

Mississippi Valley State University, Itta Bena MS

SKILLS

Knowledgeable of MS 2010, MS Clouds, Peachtree Accounting, Costpoint, Mas300, FedEx, ShipRush, Citrix, Excel, Type 55 wpm, Shipping and Receiving Codes, Data Entry 14,000 key stroke per minute, Xerox Copier and Fax Machine and Internet

REFERENCES

Available

