

RODERICK SMITH

Austin, TX 78728

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High-producing Warehouse Material Handler committed to meeting facility's productivity and quality goals. Productively receives and prepares materials for transport by palletizing, wrapping and loading while following safety guidelines and procedures. Comfortable driving and operating safety-sensitive and heavy equipment.

Authorized to work in the US for any employer

Work Experience

Material Handler

Dr Vita - Las Vegas, NV

February 2019 to Present

- Operated forklifts and pallet jacks to transfer large products from one area of warehouse to another, allowing for easier accessibility.
- Used hand-held scanners and physical logs to accurately track item movements.
- Read production orders, work orders, shipping orders and requisitions to determine items to be moved, gathered or distributed.
- Conducted counts and audits of inventories to identify and resolve discrepancies in records.
- Handled day-to-day shipping and receiving overseeing more than 50-100 packages per day.
- Unloaded pallets and deliveries and organized products in warehouse.

Material Handler

Ultra Clean Technology

April 2018 to February 2019

- Shipping and receiving
- Transactions and physical movement of material in and out of stockroom
- Assisting in all WIP movement and transactions
- May drive company truck and/or forklift
- Performs other duties as required
- Attendance is an essential duty of this position

Inventory Control Specialist

ZimmerBiomet

June 2016 to April 2018

- Maintain department records using Excel and ERP software, as required
- Store inventory in accordance with established procedures
- Work in fast paced environment. Interaction with multiple people and departments at one time
- Receive and ship all loaner inventory requested per procedures and guidelines
- Verify functionality of all instruments before being returned to the field

- Maintain loaner instrument sets and implant kits to specified configuration and ensure both are ready for shipment
- Assist in cycle counts for all loaner inventory in house per required
- Shipping of all Biologic products per shipping procedures and guidelines
- Disposition of discrepant, non-standard, or non-compliant inventory
- Report transactions of all loaner inventory in ERP system, with regards to receiving, shipping, and inspection
- Responsible for movement and transactions of inventory to the down shelf
- Assist in shipping of marketing instruments, implants and collateral.

Inventory/ Receiving

Novacentrix - Austin, TX

June 2015 to June 2016

- Receive all incoming product (Fedex, UPS)
- Check in database
- Scan all documents for filing
- Inventory cycle counts
- Pick orders
- Daily housekeeping
- Make new locations for new items.

Inventory/Stock Agent

Ace Hardware

February 2012 to May 2015

- Compare merchandise invoices to items received to ensure that shipments are correct
- Inspect product for any damage, and record on damage log if necessary
- Process and return any damaged materials to vendor
- Remove incoming stock items from shipping pallets upon receipt from main warehouse
- Label sales items from shipping pallets, and place them in designated areas throughout business for consumer purchases
- Take inventory or examine merchandise using SAP to identify items to be reordered or replenished; requisition from supplier based on available space and customer demand
- Maintain cleanliness and order among display cases, shelves and aisles
- Provide quality customer service by answering consumer questions and advising on merchandise selection where appropriate
- Operate forklift within warehouse as needed to relocate merchandise and/or materials
- Removes snow and ice from sidewalks, walkways, steps, and driveways
- Contributes to team effort by accomplishing related results as needed
- Prepares product or service reports by collecting and analyzing customer information
- Recommends potential products or services to management by collecting customer information and analyzing customer needs
- Resolves product or service problems by clarifying customer's complaint; determining cause of the problem; selecting and explaining best solution to solve problem; expediting correction or adjustment; following up to ensure resolution
- Attracts potential customers by answering product and service questions, suggesting information about other products and services.

Auditor

Food Distribution, Food Lion Distribution
June 2010 to January 2012

- Played key role in verifying proper food safety practices in order to protect plants, stores and consumers
- Ensured food safety, regulatory compliance and quality of foods and ingredients through audit and corrective action
- Addressed product's physical appearance, functionality and composition
- Reviewed and monitored critical information
- Adhered to company specifications, and procedures and standards
- Communicated effectively with supervision and staff to ensure adequacy of food safety, pest control, operational methods, personnel practices, maintenance and cleaning practices
- Prepared reports and other job-related documents in timely and efficient manner

Education

Music

Richard Bland College Prince George - Waverly, VA, US
2010

Skills

- ERP and SAP
- Performed cycle counts and inventory control to accurately track product levels
- Loading Dock Operations
- OSHA Standards
- Materials Handling Safety Training
- Microsoft Excel
- Hazardous Material Safety
- Standards Compliance
- Inventory Accuracy
- Materials Movement
- Materials Packing
- Pallet jack
- Forklift
- Order picking
- Load & unload

Certifications and Licenses

Forklift Certification