

Rashawn D Goins
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EDUCATION

Ohio State Barber College- Licensure 2016
Sanford Brown institute – Medical Assisting Certificate 2008
GED 1999

OBJECTIVE

To obtain a position within an organization where I can utilize my skills and have an opportunity to grow and advance within the organization.

EXPERIENCE

February 2016-Present
Kenco Logistics, Shipping and Receiving Warehouse Associate

- Operate Tow Motor, electric pallet jacks and forklifts
- Loading and Unloading
- Log incoming Shipments, Maintain records and invoices
- Inspect incoming shipments to verify content and condition
- Process shipping and billing documentation
- Prepare routes
- Process purchase orders
- Ship high volume of orders
- Perform daily inventory management duties consisting of cycle counting, RF scanning, maintain database records and system, in addition to quality control, damage inspection and processing all invoices& RTV's
- Logistics
- Locate pick and pull, wrap and palletize inventory and materials
- Daily inventory control, data entry
- Consistently sustain warehouse and dock efficiency and productivity
- Maintain accurate records
- Ensure all safety protocols are sustained on daily basis

May 2012- March 2015
Contract Lumbar, General Laborer

- Forklift operator
- Electrical Repair
- Install electrical control devices
- Extrusion

- Cleaning and preparing of job site
- Utilization of various tools and machines such as power drills, grinders , saws,
- Set up temporary structures
- Load and unload structure materials
- Maintain tools and equipment
- Construct scaffolding
- Take delivery of materials from suppliers
- Clean up work sites
- Remove hazardous materials
- Roofing
- Repaired and maintained roofs, remove roofs to install new ones
- Applied cold process of roof coating
- Inspected roofs to determine best way to repair them
- Installed shingles asphalt metal to other materials to make roof water tight

**December 2008- February 2012
Huron Road Hospital, Phlebotomy Technician**

- Verify test requisitions by comparing information with nursing logs
- Verify Patient by reading patient information
- Obtain blood specimens by performing venipuncture's and finger sticks
- Maintain specimen integrity by using aseptic technique
- Track collected specimens by initialing and dating, noting time of collection
- Maintain tallies of collection
- Monitors glucose levels, by performing bedside glucose test; recording results
- Performs pregnancy and urine drug screens
- Perform bleeding time test by entering results in the computer, notifying pathologist of results out of normal range
- Maintain quality results by following departmental procedures and testing schedules, record results in quality control log; identify and report needed changes
- Maintain safe secure work environment by adhering to standards and procedures, complying with legal regulations

SPECIAL SKILLS

- Microsoft Office Suite
- Operate 10-Key by touch
- Superb analytical abilities

- Excellent time management skills
- Superb Customer Service Skills
- Tow Motor Certification
- Adept at using and maintaining equipment
- Knowledge of using motorized machines
- Ability to read and comprehend written instructions
- Knowledge of basic mathematical principles and use of mechanical tools

References available upon request