

Reginald Jordan

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obtain a position where I can utilize my 20 plus years experience in warehousing and production.

Work Experience

Carpenter Apprentice

LCG Customs - Cumming, GA

October 2015 to Present

Maintained and tracked inventory for workshop ● Built outdoor amenities pergolas, gazebos, decks etc.
● Operated construction equipment bobcats, excavator, fork lift etc.
● Warehouse management.
● Shipping and receiving ● Custom wood working tables, barn doors, cabinets

Turret truck driver

VISTAR Georgia - Suwanee, GA

March 2011 to September 2015

Powered pallet jack ● Customer Service ● Production ● Will Call ● Shipping and Receiving ● Load and unload shipments.
● Allocated warehouse products using the FIFO system

Warehouse/ Sales Associate

HOME DEPOT - Decatur, GA

October 2008 to December 2010

Allocate product in the right location ● Helping customers on the sales floor ● Drive Standup/Sit down Fork lift operator ● Create warehouse space ● Load and unload freight

Warehouse/Forklift Operator

AMTICO INTERNATIONAL - Conyers, GA

February 2008 to December 2010

Standing/Sit-down Fork lift Operator, Turret truck driver, Powered Pallet jack ● Created warehouse storage space ● Allocated warehouse products using the FIFO system ● Assembled kits ● Receive finished and raw material goods ● Load and unload shipments.
● Invoice shipments in the system.

Lead man in gutter installation

GUTTERGUARD OF GEORGIA - Stone Mountain, GA

October 2003 to January 2008

responsible for a three man crew.

● Responsible for material and inventory accountability, familiar with FIFO system ● Responsible for the maintenance of machinery and vehicle.
● Inspected jobs completed for company standard.

- Bid on new job prospects.
- Responsible for the establishment of a new company branch in Baltimore, MD.

Lead man in Installation of rain gutters

LEAFGUARD of GEORGIA - Woodstock, GA
October 2001 to November 2003

Inspected jobs completed for Company Standard ● Bid on new job prospects ● Rain gutter removal

Forklift operator, Turret Truck operator

Goodyear Tire & Rubber Company - Lincoln, NE
February 1988 to August 2001

Lincoln, NE 68504

Warehouse Distribution

● Computer process orders for shipping and receiving ● Order picker and bar code scanner ● Responsible for daily shipping and receiving print-outs ● Forklift operator, Turret Truck operator ● Shrink wrap machine ● Cure mount and strip rubber, injection molding ● Positive drive ● V belt cut and long V belt cut ● Rubber liner re-roller

Installer

Hruska Schuman Company Inc - Lincoln, NE
April 1985 to December 1988

Site supervisor responsible for delegating job responsibility ● Monitored crews job performance ● Ordered supplies and materials as needed ● Lead man in installation of seamless rain gutters ● Assist in preparation and monitoring of budget ● Bid on new job prospects

Education

Human re in Staff Training/Development, Human Resource Management

Southeast Community College - Lincoln, NE
February 1998 to 2001

Bachelor's of Science in Business Administration in Human Resources/ Personnel Management, Business Management

University of Nebraska - Lincoln, NE
August 1983 to 1985

Skills

- Woodworking
- Plastics Injection Molding
- Warehouse Distribution Experience
- Training & Development
- I'm
- Computer skills
- Power tools
- Talent acquisition

- Communication skills
- ERP systems
- Continuous improvement
- Heavy lifting
- Project management

Certifications and Licenses

Pallet Jack Certification

Non-CDL Class C