

Kiawani Bonaparte

Warehouse worker/Assembly line

Pooler, GA 31322

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Highly organized individual with strong interpersonal skills seeking to secure a challenging and rewarding position

Work Experience

Receiver

Wayfair - Port Wentworth, GA

November 2020 to Present

Receive all items into warehouse using RF scan gun. Scanning items and transporting into proper aisles and shelves using a EPJ for delivery.

Verifier

Dorel Home Furnishing - Port Wentworth, GA

December 2019 to November 2020

Verify trucks for receiving. Making sure all products are counted for.

Quality Control Inspector

Wayfair - Port Wentworth, GA

March 2019 to December 2019

Inspecting and checking the furniture that has been flagged in the computer. Repacking and rebuilding damaged boxes for new furniture.

Warehouse worker/Assembly line

Strength of Nature - Savannah, GA

2017 to 2019

Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)

Receive and process warehouse stock products (pick, unload, label, store)

Perform inventory controls and keep quality standards high for audits

Keep a clean and safe working environment and optimize space utilization

Complete diary logs into inventory

Report any discrepancies

Communicate and cooperate with supervisors and coworkers

Operate and maintain preventively warehouse vehicles and equipment

Follow quality service standards and comply with procedures

Material Handler

PIER ONE WAREHOUSE - Savannah, GA

2015 to 2017

To perform manual and clerical duties related to shipping, receiving, inspecting, storing, issuing and delivering a variety of materials, equipment and supplies. Determines method of shipment utilizing knowledge of shipping procedures, routes and rates; Prepares materials for shipping by weighing, packaging and stamping; Prepares necessary shipping forms such as bills of lading.

Notify Purchasing &/or Production Manager

O.A Logistics - Pooler, GA

2011 to 2015

Pooler, GA 2011 -2015

Production line/ Shipping/Receiving (Warehouse)

Assist with the receiving and unloading of goods and transfers supplies from receiving dock to its proper location

Verify goods received match purchase order before placing shipment in correct location

Rotate stock to ensure that merchandise will be used before expiration date (FIFO) Maintain and organize all raw ingredients, loose & packaged cookies, supply & packaging material to ensure compliance with safety regulations

Notify Purchasing &/or Production Manager when production expiration is due if product is sitting on the shelves for too long

Operate forklift, hand truck, pallet jack and other warehouse equipment in a professional and safe manner

Responsible for the maintenance of the interior and exterior of the warehouse

Provide assistance to the bakery when needed

Responsible for minor maintenance work at retail stores Assist in keeping warehouses clean and organized on a daily basis

Order Selector

Amazon - Savannah, GA

2008 to 2011

Using a headset, receiving and filling customer orders, picking merchandise from shelves, checking packed

Merchandise, packing merchandise, and if all items are correct, place merchandise on conveyor leading to wrapping

Area ready to be shipped out.

Education

Savannah Technical College - Pooler, GA

Skills

- Warehouse Associate
- Shipping Receiving
- Picker Packer
- Order Puller
- RF Scanner
- Pallet Jack

- Quality Inspection
- Materials Handling
- Order Picker

Certifications and Licenses

Driver's License

Electric Pallet Jack

March 2019 to Present