

# PHILLIP PAN-TRAN

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A professional with proven strong interpersonal, customer service, and organizational skills, dedicated to effectively supporting clients in a dynamic manufacturing setting. Well-versed in OSHA standards and proficient in the safe operation of forklifts and pallet jacks, contributing to improved safety and operational efficiency. Highly motivated to ensure accurate and timely order processing and shipping, while strictly adhering to health and safety regulations.

## Work Experience

### Household Goods Mover

#### Buehler Companies

July 2013 – October 2019

- Inspect and prepare items for transportation, including proper wrapping, packing, and securing.
- Carefully load and unload items from trucks or moving vans.
- Assemble and disassemble furniture as required.
- Use moving equipment such as dollies, hand trucks, and furniture pads to manage large or heavy items.
- Ensure all items are delivered in excellent condition, without damage.
- Maintain a clean and safe work environment, including cleaning and inspecting moving vehicles.
- Record and manage inventory of items being transported.
- Plan and optimize transportation routes to ensure timely delivery.
- Navigate efficiently through traffic and adhere to parking regulations.
- Address and resolve customer inquiries or concerns promptly and courteously.
- Comply with all applicable local, state, and federal laws and regulations related to driving and transportation.

### Warehouse Worker

#### Ben Thanh Asian Market

October 2020 – October 2024

- Effectively communicate and collaborate with supervisors and team members.
- Operate and maintain warehouse vehicles and equipment in accordance with safety protocols.
- Uphold quality service standards and ensure compliance with company policies, procedures, and regulations.
- Organize pick tickets to ensure an efficient workflow, prepare inventory for shipment, and operate cherry pickers and reach trucks to retrieve products for order fulfillment.
- Safely operate forklifts to load deliveries and unload incoming shipments, maintaining a clean and hazard-free work environment.
- Accurately pick and prepare orders for shipment, conduct damage inspections, and ensure proper packaging for safe delivery; manage stock rotation to maintain product integrity and optimize inventory resources.

### Grounds man

#### Sunny Tree Services

October 2020 – October 2024

- Preparing the work site by clearing hazards and ensuring a safe environment.
- Setting up and inspecting equipment and tools to confirm they are in proper working condition.
- Assisting arborists and tree surgeons with ropes, tools, and equipment as needed.
- Operating chainsaws, woodchippers, and other power tools to trim and remove tree branches and debris.
- Implementing safety measures to protect the public and team members during operations.
- Maintaining, cleaning, and inspecting equipment and tools regularly.
- Transporting cut trees and debris to designated disposal or storage areas.
- Applying pesticides and fertilizers under the supervision of a certified arborist.
- Supporting emergency tree removal and storm damage cleanup efforts.
- Keeping the work area organized and tidy promoting a safe and efficient work environment.