

---

## *Richard James*

---

1901 Highsun Drive, Saint Louis, Missouri, 63031  
(314)831-2319, richj46@yahoo.com

<b>Summary of Qualifications</b>
----------------------------------

- Moved freight, stock, or other materials to and from storage or production areas, loading docks, or containers, by hand or using forklifts, pallet jacks, or other equipment.
- Staged cargo before loading and unloading.
- Shipping and Receiving.
- RF Scan Gun 8 x10
- Goods Receipt Processes with Inbound Delivery.
- FED X and UPS Shipping System.
- Inventory Control and Cycle Counting
- Word, Excel, PowerPoint Package
- Maneuvered truck into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Prepared and maintained work records and reports such as employee time and wages, daily receipts, bill of loading or inspection results.
- Reviewed work throughout the work process and at completion to ensure that it has been performed properly against information in work orders.
- Transmitted and explained work orders to laborers.

<b>Accomplishments</b>
------------------------

- **Leadership and Management** showed ability to demonstrate effective leadership by taking the initiative to assist others in the completion of all assigned tasks.
- **Problem Solving and Decision Making** collaborated with workers and managers to solve work-related problems.
- **Performance and Results Recognition** received outstanding performance awards and reviews from management.
- **Organization/Planning and Coordination** proven ability to work independently while effectively managing time, resources, and materials.
- **Communication** effectively communicated with management and supervision to successfully implement alternative performance measures.

<b>Employment History</b>
---------------------------

<b>Staffmark Staffing</b> <i>Material Handler</i>	04/2018- Present	Saint Louis, Mo
<b>Crown Service</b> <i>Forklift Operator/ Material Handler</i>	04/2017- 4/ 2018	Saint Louis, MO
<b>Williams Family Group</b> <i>Property Maintenance</i>	04/2013 – 03/2017	Saint Louis, MO
<b>Jefferson City Recycling</b> <i>Material Handler</i>	03/2010– 04/2013	Jefferson City, MO
<b>Central Paper Stock</b> <i>Warehouse Supervisor</i>	08/2008 – 3/2010	Saint Louis, MO

**Trane Co.**  
*Material Handler*

06/2005 – 08/2008

Saint Louis, MO

**Daimler Chrysler Corporation**  
*Plant Logistics Liaison*

04/2003 – 06/2005

Saint Louis, MO

### **Education and Training**

American InterContinental University  
Business/ Entrepreneurship

3.5 GPA

2016 - Present

Argosy University  
Psychology

4.0 GPA

2014 - 2015

Forklift Certified

2002 - Present



Argosy University  
*Psychology*

Saint Louis, MO

Central Paper  
*Forklift Certified -2010*

Saint Louis, MO