

# Richard Moore

## Warehouse Lead

Pittsfield, MA  
rico518@icloud.com - 4138225632

Ability to complete tasks involving the following:

- Inventory
- Stocking
- Material handling
- Order picking and packing
- Shipping and receiving
- Knowledge and ability to ship and received hazardous materials in accordance with 49 CFR & 172 Training and Testing Highway Transportation
- Forklift Operations

OSHA Lift Truck Certified with the ability to use:

- Sit down
- Stand Up
- Clamp
- Slip Sheet
- Order picker
- Reach truck

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Team Lead

Madison Building Supply - Albany, NY - 2014-06 - Present

#### Responsibilities

Unload and load trucks via forklift. Inspect and inventory shipments. Supervise employees and temps as needed.

#### Skills Used

Forklift driver, computer.

#### Material Handler/Warehouse asst manager

Horizon Solutions - Albany, NY - 2010-09 - 2014-06

Pick orders with RF gun while using stand up reach truck and order picker

- \* Unload incoming freight and receive merchandise into warehouse
- \* Pack orders and ship items using outside freight companies

#### Foreman

NYRR (Permalife) - Schenectady, NY - 2005 - 2009

Supervise production employees

- \* Troubleshoot and repair machines
- \* Operate skid steer

#### Warehouse Clerk/Forklift Operator/Supervisor

DTRS - Albany, NY - 1993-02 - 2005-11

Unload inbound trucks

\* Load outbound trucks

\* Select order items with forklift

## EDUCATION

### **Masters in Biblical Studies**

Berkshire Bible College - Pittsfield, MA

1996 - 2002

## MILITARY SERVICE

Service Country: United States

Branch: USMC

Rank: E5

1990-09 - 1994-09

0151 Clerk H&S Company S1

## CERTIFICATIONS/LICENSES

### **Forklift certification**

2015-05 - 2018-05

## ADDITIONAL INFORMATION

Computer Skills - Proficient in Microsoft Word and inventory software