

ROBERT HENRY

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PROFESSIONAL SUMMARY

Detail-oriented Warehouse Worker with over four years of experience. Proficient in organizing warehouse spaces and maintaining precise inventory records. A strong team player with excellent communication and problem-solving skills. Committed to applying a strong work ethic to enhance warehouse efficiency and provide outstanding customer service.

WORK EXPERIENCE

MetroWall Congers, NY
Shipping and Receiving Manager January 2024 - Present

- Managed large incoming shipments from various international and domestic vendors, ensuring the material accurately matched paperwork to maintain inventory accuracy and records management.
- Implemented a new receiving process that boosted inventory accuracy by 14%.
- Conducted quality control inspections on all incoming and outgoing materials, ensuring color, quantity, and size measurements matched the paperwork.
- Directed and supervised inventory movement between receiving, overstock, and shipping departments, ensuring precise documentation and updates within the inventory system.

MetroWall Congers, NY
Shipping and Receiving Associate December 2022 - January 2024

- Labeled and organized inventory in the correct locations using Fishbowl inventory system.
- Performed quarterly cycle counts to maintain inventory accuracy.
- Coordinated with team members to ensure the efficient loading and unloading of delivery trucks.
- Handled packages and materials weighing up to 75 pounds daily during the loading and unloading process.

MetroWall Congers, NY
Cutting Team Member July 2022 - December 2022

- Worked at various workstations, including the table saw, miter saw, and drill press.
- Preped and organized finished material in the correct location, waiting for shipment.

Canyon Country Youth Corps Monticello, UT
Seasonal Trail Crew Member May 2021 - August 2021

- Created programs for landscape maintenance, pest management, and tree removal.
- Performed seasonal groundskeeping to clear walkways and create appealing landscapes, while installing and maintaining signage, fences, and other trail infrastructure.

Amazon Carteret, NJ
Warehouse Associate March 2020 - November 2020

- Processed over 300 customer orders per hour and consistently achieved picking speeds in the 90th percentile
- Helped warehouse team members with load and unload trucks

Rockland Community College Suffern, NY
Administrative Assistant September 2016 - June 2018

- Managed the records of over 150 student veterans, updating databases monthly.
- Planned and coordinated outreach programs for veterans and supported general administrative tasks and projects.

United States Marine Corps Camp Lejeune, NC
Motor Transport (3531) August 2012 - August 2016

- Ensured vehicles were loaded, secured, and marked to meet military and civilian safety standards while conducting routine maintenance and repairs.

- Managed driver dispatching and route planning for a team of over 15 Marines, maintaining detailed and updated records.

CERTIFICATIONS

Forklift Safety Awareness Training

ADP
Conducted on January 27, 2023

SKILLS

Attention to detail:	Ensuring accuracy in all tasks, resulting in consistently high-quality outcomes
Inventory management:	Efficiently tracking, organizing, and replenishing stock, ensuring optimal levels at all times.
Dependable:	Demonstrated reliability, consistently fulfilling tasks and responsibilities.
Problem-solving:	Skillfully identifying problems, assessing potential solutions, and implementing strategies.
Computer skills:	Proficient in a wide range of applications, including Fishbowl, Outlook, Excel, and Smartsheet.

EDUCATION

Rockland Community College
Associates of Science

Suffern, NY
Aug 2016 - May 2018