
Robert E. Burton

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Objective:

To secure a challenging position that would efficiently utilize my skills and knowledge.

Skills:

- shipping & receiving
- inventory
- professional moving
- customer service
- warehouse & labor
- retrieving onsite donations
- time management
- personal motivator
- leadership skills
- creating goals to meet expectations
- hard working & ambitious

Work History:

04/2007 - 10/2007

Team Member | Able Hose & Rubber | Minneapolis, MN

Responsible for hose assembly, pulley lagging, conveyor belt slitting and fastening as well as assisting maintenance with building, equipment and vehicle upkeep as well as pump repairs, follow and comply with all safety rules and regulations, ensure that all tasks carried out are as per supervisor's written and verbal instructions, carry out all work to specification, able to identify and use appropriate fittings for hoses, as per customer and manufacturer specification, assemble hoses of all sizes to spec – including utilizing appropriate equipment usage and meeting established tolerances, able to identify and use all types of hoses for the purpose specified by the customer order, carry out all assembly techniques as per supplier or in-house procedures

10/2007 - 04/2008

Warehouse Production | Savers | Maplewood, MN

Unloading and loading trailers and donations. Sorting electronics, clothing, & other miscellaneous items in a timely but efficient manner, paying attention to great detail to find errors in products, solving problems that were to occur on shift, cleaning as needed, answering questions about our companies mission as well as our products. Assist all customers with questions and concerns.

04/2008 - 07/2010

Delivery Driver | Arctic Glacier | West St. Paul, MN

Responsible for safely and efficiently delivering and selling ice and related products while balancing inventories and providing exceptional customer service. Report to the Distribution Manager after each shift.

07/2010 - 11/2013

Professional Mover | Jerry's Moving | St. Louis Park

Drive moving truck to various locations, be able to move large items in a safe manner, tactfully handle and be decisive in difficult situations using good judgment while following company policies and procedures, Complete all paperwork accurately (Bills of Lading and other forms) for each move supervised.

Education:

ALC Unidale Mall
1995 / G.E.D / St. Paul, MN

South Central Technical College
2000 / Diploma in contract cleaning & building maintenance / Mankato, MN
