

# Scott Fix

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## Summary of Qualifications

- Lift truck certified
- Pays attention to detail
- Flexible and dependable
- Works well in a team setting
- Results oriented
- Responsible & Dedicated

## Relevant Experience

### Warehouse Worker

- Received and counted stock items; recorded data manually or using computer
- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards
- Verified inventory computations by comparing them to physical counts of stock, and investigated discrepancies or adjusted errors
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas
- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations

### Shipping and Receiving

- Examined contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment
- Recorded shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes
- Determined shipping method for materials, using knowledge of shipping procedures, routes, and rates
- Packed, sealed, labeled, and affixed postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter
- Requisitioned and stored shipping materials and supplies to maintain inventory of stock.
- Computed amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list

### Tutor

- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.

## Employment Experience

Warehouse Clerk  
2019- Present

Minncor Industries, Roseville, MN

Crew Member  
2018-2019

ICWC, Lino Lakes, MN

Laundry Worker 2018	MCF-Faribault, Faribault, MN	2017-
Yard Crew 2017	MCF-Faribault, Faribault, MN	2017-
Food Service Worker 2016-2016	MCF-Faribault, MN	
Janitor 2013-2015	MCF-Faribault, Faribault, MN	
Assembly/Computer for Schools 2009-2010	MCF-Stillwater, Bayport, MN	
Tutor 2017	MCF-Stillwater, Bayport, MN	2006-

**Education**

Forklift Certified 2019	National Safety Council, Saint Paul, MN	
Tutor Training 2006	MCF-Stillwater, Bayport, MN	
General Education Diploma 2006	MN Department of Education, Roseville, MN	