
SHALENA BARNES

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PROFESSIONAL SUMMARY

Dedicated and multi-talented individual who can offer professional and enthusiastic performance and accuracy as a Material Handler offering commitment and efficiency in every task performed. Bringing 20 years of experience in not only customer service related backgrounds, but also 6 years of carrying out warehouse and/or production related tasks. I am a diligent and detailed individual proficient in material handling equipment operations, including injection molding machine, Fork truck licenced driver, product verification, product documentation, as well as loading, unloading, and shipping of materials.

Known for excellent reliability and dedication to safety and cleanliness in the workplace. I am dedicated to learning new skills and accepting tasks of increased responsibility and I am notorious for rising to the occasion. I am an outgoing individual with well-honed organizational skills, communication skills, and multitasking skills. I am an enthusiastic and team-driven person as well as a team leader with 20+ years of experience working in an array of diversified businesses in customer service, production, and warehouse environments. I am an asset to any company that provides me the opportunity to prove it.

SKILLS

- Shipping and Receiving
- Inventory Control
- Assembly and Production
- Forklift Operation
- Power Tools
- Machine Operation
- Cleaning
- Materials Handling and Transport
- Warehouse Operations
- Packaging
- Material packaging
- Stock management
- Production Scheduling
- Shipping Documentation
- Manufacturing
- Team Leadership
- Schedule Coordination
- Personnel training and development
- Exceptional telephone etiquette
- Microsoft Outlook, Word and Excel
- Training and mentoring
- Effective problem solver
- Shipping, receiving and warehousing
- Excellent time management skills
- Staff Management
- SAP and ERP system knowledge
- Cash Handling
- Customer Relations

WORK HISTORY

Material Handler/Fork Truck, 08/2019 to Current

Warehouse Services Inc. – Mt. Vernon, IN

- Operated forklifts and pallet jacks to transfer large products from one area of warehouse to another, allowing for easier accessibility.
- Documented warehouse stock and take samples of material and reported inventory totals to a product log sheet.
- Listened closely during team meetings to gain complete understanding of duties required for each shift, completing priority tasks first.
- Used hand-held scanners and physical logs to accurately track item movements.
- Attached identifying tags to containers to mark with identifying shipping information.
- Monitored production schedule to keep proper amount of materials and inventory produced to specific production specifications.
- Fastened documentation, including receipts, packing slips and bill of lading, to shipments leaving facility.
- Alerted supervisors and coworkers of hazards and other issues for quick resolutions.
- Quickly answered all job-related inquiries from supervisor and delivered updates on anticipated task completion times.

Flower Shop Attendant, 03/2019 to 06/2019

Mt. Vernon Flower Shop – Mt. Vernon, IN

- Received incoming shipments of goods and materials by unloading delivery trucks of flowers 3 times per week.
- Maintained in-depth knowledge of shop items to provide advice and recommendations to customers for gift selections.
- Informed customers of shop promotions to encourage purchases, boosting sales, and meeting customers' needs by providing excellent and attentive services.
- Cultivated positive first-name-basis relationships with repeat customers, winning customer loyalty by providing dedicated services.
- Performed end-of-day cleaning duties, including wiping down windows and counters and sweeping and mopping shop floor.
- Developed strong rapport with customers and created positive impression of business.
- Displayed merchandise by arranging in appealing and orderly way to boost sales.
- Prepared merchandise for distribution and placement across sales floor by building pallets and tagging products.
- Greeted customers, helped locate merchandise and suggested suitable options.

Machine Operator, 05/2016 to 07/2017

Infinity Molding And Assembly – Mt.Vernon, IN

- Dismantled machinery to access, remove and replace worn components and keep production within optimal tolerances.
- Set up and ran plastic injection molding machinery to produce exceptional products for machine plastic molded Industrial needs such as plastic parts for Toyota and Lazy-boy.
- Fabricated new and repaired defective molded parts and components, using calipers and gauges to measure and document molded parts and communicate any defects to high authoritative individuals.
- Maintained machines within work area, complying with company and OSHA safety rules and regulations.
- Calibrated, tested, and adjusted machine settings or controls in preparation for machine plastic injection molding operations.
- Tended operating machinery to identify equipment malfunctions and locate sources of product defects.

EDUCATION

Associate In Business: Business Administration, 03/2019

American InterContinental University - Schaumburg, IL