

# Marques Owens

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*Warehouse Associate who is highly energetic ,outgoing and detail-oriented.Handles multiples responsibilities simultaneously while providing exceptional customer service. Extensive experience in material handling ,inspections and shipping and receiving. Familiar with all aspects of logistics ,shipping and receiving and general warehouse operations.*

## SKILLS

- *Organize stocks and maintain inventory.*
- *Inspect products for defects and damages.*
- *Examine ingoing and outgoing shipments.*
- *Pallet jack as well as sitdown forklift operator.*
- *Ability to work as a team in the warehouse profession*
- *General warehouse laborer with 4+ years of experience in warehouse operations.*
- *Microsoft Word*
- *Freight Experience*
- *Heavy Lifting*

## EXPERIENCE

### ***Amazon, Matteson,IL — Inbound Receiving Dock Associate***

November 2020 to October 2022

- *Responsible for unloading products and merchandise off truck to conveyor belt of the incoming delivery trucks.*
- *VRC trained for totes to go on the elevator.*
- *Jam Clear train for boxes to be dumped in the Compactor machine for garbage.*
- *Placing materials on pallets, keeping the dock area clean, operating special equipment, transferring goods safely, installing gangways, keeping track of cargo inventory, taking charge of cargo inspection.*
- *detecting defective or damaged items; keeping the facility clean and fully functional.*
- *Decant trained to scan boxes from conveyor belt to pack neatly in totes*
- *Dock trained to receive incoming products from Amazon trucks , including operating forklifts to empty out trailers .*

### ***Bulk Reef Supply, Golden Valley,MN - Fulfillment Picking & Shipping Specialist***

March 2018 - December 2019

#### *Primary Responsibilities*

- *Select products by SKU and description using a handheld scanner to fulfill orders.*
- *Examine all products related to customer orders.*

- *Use basic math skills to count , measure , weight or otherwise verify information and products selected against customer orders.*
- *Prepare items for shipping by inspecting for damage, cleaning ,and bagging parts if necessary.*
- *Pack orders in a safe ,neat and professional manner.*
- *Use order fulfillment software to print shipping labels and affix to customer packaging.*
- *Sort packages according to destination and shipping carrier .*
- *Perform all work in accordance with quality standards and established procedures.*
- *Meet expectations for attendance and punctuality as well as other duties, projects needed meeting daily shipping schedule deadlines.*

### ***Home Depot , Blaine ,MN - Freight Associate Jan 2016 - March 2018***

- *Stock shelves of aisles with cases of merchandise according to need for replenishment all other products were relocated to overstock tag and labeled product and date.*
- *Price merchandise , stock shelves and take inventory of products using mobile devices and in-store computers.*
- *Maintain the store aisles by organizing the sales floor to create a pleasant and safe shopping environment.*
- *Use various machinery such as Order Picker ,Pallet Jack ,Forklift.*
- *Stock and maintain inventory in overhead and shelves , use equipment such as manual/electric pallet jacks and electric ladders.*
- *Restock items neatly on store shelves and make sure signs and merchandise labels are accurate.*
- *Teamed with sales associates to assure efficient and friendly customer service dring opening business hours.*
- *Enhance my customer service skills and home improvement education by increasing product knowledge.*

### ***EDUCATION***

#### ***College Diploma in Dental Assisting***

*Everest College-Bedford Park - Bedford Park, IL*

*July 2013 to April 2014*

### **AWARDS**