

# Stephen Smit

Bourbonnais, IL 60914

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## Professional Summary

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Seeking a career with good work hours, communication and teamwork

## Work Experience

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### **Shipping and Receiving Clerk**

DSC Logistics-Elwood, IL

July 2019 to Present

Receive inbounds and create the inbounds.

Manage door boards and order spread sheet also coordinate work flow. Deal with inventory issues such as cuts and hold codes. Set up all of the outbounds and label printing. Manage the yard and yard checks. Ability to multi task on everything needed

### **Forklift Operator**

DSC Logistics-Elwood, IL

May 2018 to Present

Unload / load trailers. Pick orders and inbound freight

### **Forklift Operator**

NFI Industries-Elwood, IL

July 2017 to Present

### **Machine Operator**

Productive-Elwood, IL

March 2017 to Present

I run a machine and lead a team of people to produce product

### **Spotter Driver**

parsec inc.-Elwood, IL

November 2016 to Present

### **Military Police**

U.S Army

2011 to Present

my MOS is MP/ military police

- conducted traffic stops, apprehensions, combative training.

Eddies bar and grill

Kankakee IL (2012-1013)

- made pizzas and delivered

### **Production Line Worker**

Armstrong Flooring-Kankakee, IL  
September 2020 to May 2021

### **Assembly Line Worker**

Armstrong Flooring-Kankakee, IL  
August 2020 to May 2021

### **Forklift Operator**

Us cold storage-Wilmington, IL  
July 2016 to October 2016

### **Forklift Operator**

Menards-Bradley, IL  
March 2014 to April 2016

#### Responsibilities

Unload trucks, break down freight help guests and help coordinate the department

#### Accomplishments

Received full time, finished my Inhome training and got my forklift license

#### Skills Used

Leadership and hard work

## Education

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### **High school diploma in general studies**

Bradley Bourbonnais High School

## Skills

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- Forklift Driver
- Reach Truck
- Pallet Jack
- Order Picker
- Warehouse Experience
- Order Picking
- Shipping & Receiving
- Materials Handling
- RF Scanner
- Logistics
- Freight Experience
- Microsoft Word
- Delivery Driver Experience
- Packaging
- Manufacturing

- Carpentry
- Forklift
- Load & unload

## Military Service

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**Branch: United States National Guard**

Rank: E-4

## Certifications and Licenses

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**Certified Forklift Operator**

**driver's license**

## Additional Information

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- Communication skills
- Ability to de-escalate situations
- good team work