

Steven Dowell

Logistic Professional

Phoenix, AZ 85037

stevendowell7_5sa@indeedemail.com

+1 909 670 9353

Certified Forklift Operator, Inventory Control. Skilled at training others and leading with patience. I demonstrate passion for my work, and the willingness to learn, and motivated to get work done. Work well independently and as part of a team. Excellent problem-solving skills, self-starting productive individual with a positive attitude. Enjoy working in a dynamic and fast-growing environment. Looking for an opportunity to join a culture that encourages great teamwork and innovation.

Work Experience

Inventory Control

Wal-Mart Distribution Centers - Litchfield Park, AZ

January 2019 to May 2023

- Maintain accurate inventory counts
- Ensure quality assurance processes and procedures are followed
- Perform product counts
- Stage materials within designated areas
- Operate all necessary warehouse equipment and tools
- Utilize a warehouse management system to maintain appropriate work documents

Transportation Specialist

QVC Distribution Center - Ontario, CA

September 2017 to December 2019

Supervise and develop associates and leaders in area of responsibility by assigning duties and coordinating workloads, monitoring performance and providing feedback; teaching, supporting and modeling Logistics and company policies and procedures; identifying training and development needs; and participating in the hiring, promotion, coaching, teaching, and evaluation of associates and leaders. Coordinate with others (for example, the service shop, local offices) to ensure that equipment is available for scheduled maintenance

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Inventory Control Lead

PaperMart - Anaheim, CA

April 2014 to September 2017

Responsibilities

- Preparing and maintaining records of all inventory. Report, collect, investigate any discrepancies and report to management
- Supporting shipping prep and loading
- Posting weights and shipping charges
- Working with sales reps, customers and other members of the warehouse, as necessary
- Identifying causes of issues and implementing process improvements

- Review inventory counts and balance accuracy
- Keep up with forward movement to present best practices and ways for positive workflow between all areas of business.

Material Specialist Lead/Inventory Lead

Covidien - Ontario, CA

October 2011 to April 2014

Inventory Control, Shipping and Receiving along with creating and unpacking pallets.

Unloading and stacks material by raising and lowering lifting device. scheduling deliveries to production area.

- Retrieved supplies and materials by studying specifications; locating and verifying supplies and materials; secures pallets on truck; moves pallet to production location.

Managed production area by anticipating and tracking usage.

- Monitoring inventory by reporting discrepancies.

- Cleared production area by securing and moving finished pallets, moving empty pallets.

- Documenting actions by logging movements of supplies, materials, and finished goods.

Maintains safe work environment by watching out for foot traffic;

- Operating forklift by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventative maintenance; calling for repairs.

- Picking orders, Palletizing, Inventory Management, Quality Control, Operating Equipment, Cycle Counting, Repacking & Stocking

Machine Operator

Sanitation - Fullerton, CA

January 2007 to October 2011

I was responsible for disassemble various pumps, parts, and fillers. And properly cleaning and sanitizing reassembling them. I was trained and certified with the use of chemicals used for cleaning and sanitizing equipment. Trained with proper procedures GMP and safety regulation. Using forklifts to stock racks, also did inventory and order pulling. I also was trained in machine operating running production lines making sure the machine ran properly.

Education

High School Diploma

Excelsior High School - Victorville, CA

Skills

- Certified Forklift Operator, Inventory Control Manager, Transportation Specialist, Yard Truck Operator & Logistics Supervisor. Skilled at training others and leading with patience. I demonstrate passion for my work, and the willingness to learn, and motivated to get work done. Work well independently and as part of a team. Excellent problem-solving skills, self-starting productive individual with a positive attitude. Enjoy working in a dynamic and fast-growing environment. Looking for an opportunity to join a culture that encourages great teamwork, innovation, and fun
- Yard Jockey
- Freight Experience
- Order Picking
- Shipping & Receiving

- Materials Handling
- Load & Unload
- Quality Control
- Warehouse Experience
- Forklift
- SAP
- CGMP
- Quality Assurance
- Warehouse Management System
- Manufacturing
- Order Picker

Certifications and Licenses

Forklift Certification

Assessments

Forklift safety — Familiar

April 2022

Best practices and safety hazards in forklift operation

Full results: [Familiar](#)

Warehouse shift leader — Proficient

August 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.