

Don R. Taylor
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Objective:

To obtain a position in a fast paced warehouse and customer service environment that will allow me to use my one on-one-customer service and material handling skills.

Skills:

Forklifts: diesel, gas, electric	Knowledge of Microsoft Office	RF bar code scanner
OSHA Certified-Forklift	FED-EX, UPS, online shipping	Cycle count experience
Good general office skills	Knowledge in bill of laden's	Good people skills
Great customer service skills	Creative problem solver	Self-starter

Qualifications:

Quality assurance/customer service:

- Work well with others in fast-paced multi-million dollar sales and supply environment, preformed final quality checks before dispatching orders from yard
- Supervisor in customer service department for seven years for fifteen full-time and four part-time employees able to follow and communicate verbal or written instructions

Production:

- Able to multi-task, pull, palletize, or band orders for different shipping modes
- Safely operate forklifts or other material handling equipment while maintaining good housekeeping
- Knowledgeable in cycle counts and warehouse or yard locator change procedures

Shipping and receiving:

- Responsible for loading and unloading of venders and customers in Will-Call/Receiving areas (semi's tandems, trailers)
- Unload railcars in a safe and timely manner
- Prompt processing of all paperwork to company requirements, ensure material stocked in proper locations
- Operate forklifts or pallet jacks for picking, packing, shipping, and stocking of orders in a way that will ensure their safe arrival and stage orders for LTL or Will-Call pick-up

Work History:

Denver Rescue Mission (participant)	Food Service Worker	08-2011 thru Present
Edgen-Murray Corporation	Warehouse 2	07-2009 thru 02-2010
Home Lumber & Supply Company	Lumber pack builder Customer service and Quality Control Supervisor	12-1997 thru 11-2007

Education:

Barnes Business College	Management Accounting	06-1996
Jefferson County Public Schools	GED Certificate	09-1994
Denver Public Schools	General Education	05-1973