

Terrance Harness

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Objective - Seeking an entry-level position to utilize my strong analytical and communication skills.

#### Education

Devry University | 2014-2015

South Suburban College | 2013-2014

#### Experience

November 2020 - Present | Forklift Driver/Backup Lead 3rd shift

Erdnerbros | Monee, IL

##### Job Duties:

- pick and build up pallets for orders given
- receive in loads coming into the warehouse putting product away in correct or suitable location
- Sometimes train others to do the job as well as you
- Monitoring watch Warehouse associates to make sure they're being productive and hit their numbers
- handle any major problems that may arise during shift
- Audit orders picked by Warehouse associates to make sure all product is there and correct, looking for any damages or mispicks
- Attend bi-weekly meetings to help improve Warehouse production

March 2016 - November 2020 | Forklift Driver/Inventory/Qa

Kenco | Channonhon & Monee, IL

##### Job Duties:

##### Channonhon

- Inventory control / QA rework
- Perform daily cycle counts to ensure inventory accuracy.
- Fix errors that occurred within our inventory
- Keep files of QA a projects that need work and that are complete
- Oversee the temps sent for QA rework projects
- Sit in on phone calls for updates for the progress of reworks

Monee

- daily cycle counts
- write down all errors or trouble areas of product to get an accurate idea of the inventory to pass along to supervisor
- Search dock for missing product
- Bring in returned product
- help prepare and load distressed loads
- Help where I was need for direct work functions

September 2015 - Present | Inventory Control

Inotrac| Boiling Brook, IL

Job Duties:

- Inventory control: receive, inspect, process, and assign shelf locations for incoming finished goods through established process.
- Perform cycle counting to ensure inventory accuracy.

October 2013 -September 2015 | Picker

Inotrac| Boiling Brook, IL

Job Duties:

- Read scanner
- Pick clothes according to scanner
- Sort clothes into correct boxes to be shipped off for Ann Taylor's loft and stores

June 2014 - November 2014 | Maintenance

VSI| Joliet, IL

Job Duties:

- Change the batteries in stand up and sit down forklifts
- Clean out and maintain air conditioning units
- Install fans
- Clean heat treat machines

March 2014 - June 2014 | Sales Associate

Cutco| Schaumburg, IL

Job Duties:

- Sell high quality cutlery
- Take inventory
- Meet quota

- Set up interviews
- Create orders

March 2012 - August 2013 | Lead

Linc | Hammond, IN

Job Duties:

- Supervise workers
- Load and unload freight
- Create Blueprint for freight design
- Scan boxes into the system for Wal-Mart
- Drive forklift, slip sheet and clamp

October 2010 - December 2010 | Packing Operator

Fed Ex | Bedford Park, IL

Job Duties

- Load and unload freight in quick and efficient manner
- Maintain consistent production quality

Skills

- Certified Forklift Operator
- Trained Sales Associate