

Timothy Grimes

Lakewood, OH 44107

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Work Experience

Lyft driver

Lakewood, OH

March 2019 to June 2019

- Ensured that customer arrived safely and timely to their destination while creating customer satisfaction.
- Created Excel spreadsheet and maintained files to track mileage, maintenance, and miscellaneous expenses.
- Managed routes through use of iPhone app technology.
- Transportation of customers to and from their desired destinations.
- Communicate with passengers, offering a safe and welcoming ride to their destination

Warehouse/Forklift Operator

Caruso's Coffee - Brecksville, OH

January 2018 to March 2019

- Picked orders using a RF scanner and stocked merchandise.
- Sorted, wrapped, and stacked goods and made labels to be attached to the product.
- Organized and maintained work and storage areas.
- Controlled inventory by collecting stock location orders and printing request
- Drop off palletized products to the shipping dock en route to customers.
- Restocked returns and mis picked products on a daily basis.
- Counted inventory and organized product on shelves.
- Picked individual orders effectively
- Organized inventory to reduce margins and improve shelf-space efficiency
- Unloaded truckloads of inventory
- Maintained secure and mobile operating space
- Organized inventory database information using an inventory scanner tool
- Responsible for quality control of company products and goods
- Conduct routine inspection of shipments to ensure accuracy and quality
- Manage warehouse space to accommodate incoming and outgoing inventory shipments
- Experience operating the following: Hand Pallet Jack, sit down Forklift, Order-Pickers
- Pulled requested stock for machine operators for their daily work flow
- Received materials for the warehouse from vendors and scanned it into inventory
- Use bar code scanner to locate material
- Scan material to specific locations and maintain inventory of stock
- Stock production lines with all necessary assembly-specific material
- Operate forklift, hand trucks and pallet jacks to transport material within the plant

Material Handler/Order Picker

Spartan logistics - Solon, OH
August 2017 to January 2018

- Loaded completed orders on pallets according to the delivery number for branches
 - Cleaned, organized and replenished supplies in warehouse daily; commended for hard work
 - Accountable for ordering all staff supplies, and tools.
 - Offloaded inbound merchandise, verified count and stock number, stacked on pallets, labeled pallets, processed documents, and relocated merchandise to proper location.
 - Knowledge in computer, 2-way radio, RF Scanner
 - Operated Material Handling Equipment.
 - Moved materials and items from receiving or production areas to storage or to other designated areas.
 - Pick items that are ordered while maintaining accuracy of quantities and correct products.
 - Shipping and receiving of supplies and equipment utilizing UPS World Ship and field specific software
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- Prepared orders, locating and gathering correct amounts of items.
 - Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand load materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
 - Use forklift to pull orders, working in the receiving department, picking, packing, and Scanning orders using a palletizer and doing inventory. Performed receiving duties.
 - Responsible for storing, counting and distribution of materials, parts, equipment and supplies
 - Update database with materials received and distributed

Material Handler/ janitorial cleaner/forklift operator/ assembly line worker

Cosmax USA - Solon, OH
October 2015 to June 2016

- Wrap products around pallet to place on dock
- Using heavy equipment motors to receive and store away product on pallets to assigned storage slots in the warehouse. Replenish the ground level working slot racks for the warehouse selectors to pick the retail store's order.
- Check orders for accuracy
- unloading trucks / Staging
- Lift and pull product properly and safely from distribution racks onto pallet in time efficient manner.
- RF scan gun for put aways.
- Selected orders from itemized slot picking tickets and loaded trucks with product as directed
- Returned products to original location following the completion of the project
- Prepared orders to be shipped.
- Helped assemble pre-packaged product when needed.
- Pull and assemble orders
- Correct inventory flaws
- Receive pick tickets from Warehouse manager
- Picked orders using a RF scanner and stocked merchandise.
- Sorted, wrapped, and stacked goods and made labels to be attached to the product.
- Organized and maintained work and storage areas.
- Inspect and categorize materials in preparation to be scanned.
- Verify incoming/outgoing shipments and enter shipment data.

- Move finished goods from pre-staging to shipping area
- Complied with production and assembly instructions
- Operated precision measuring instruments
- Maintained a safe work area

Education

John F Kennedy High School - Cleveland, OH
August 2011 to June 2015

Skills

- Order Puller
- Pallet Jack
- Warehouse
- Forklift
- Inventory Control
- RF scanner