

# Tomico Jones Jr.

Kankakee, IL 60901

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## Professional Summary

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6+ years of experience as a Warehouse Supervisor is looking to acquire a position with a pace-setting and innovative company that will fully utilize lean production management, capacity planning, material control, and purchasing. To gain more knowledge and experience to provide for myself, family and also to play my part in the advancement of the company.

## Work Experience

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### **Operator**

VEOLIA WTS-Saint Peters, MO

December 2023 to Present

The Operator I operates and maintains sludge, dewatering treatment, processing, disposal and testing equipment in refinery / industrial facility to purify water to meet customer specifications

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Must demonstrate ability to learn and independently operate equipment such as pumps, engines, centrifuge, generators, valves, gates, mixers, conveyors, blowers, dryers, chemical feed, odor control, disinfection equipment, sludge processing filters, belt presses and measuring / control devices, testing equipment and material handling equipment

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Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily

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Amount of time spent Standing 75%, Walking 15%, Crouching / Bending 10%

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Requires close visual and hearing observations to detect non-conformance and equipment malfunction

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Works in various positions; works off of ladders, mobile platforms, awkward positions / angles and works with hands extended above and below the head

### **Sanitation Technician**

URBAN FARMERS-Manteno, IL

March 2022 to September 2022

- Responsible for efficient sanitation and cleanliness of the plant.

- Ability to clean and sanitize food processing equipment; Ability to handle chemicals, sanitizers in proper matter; Ability to record any sanitation report properly; Ability to follow sanitation procedures, safety rules, GMP'S

- Ability to read and understand SSOP's (Standard Sanitation Operating Procedures)

- Ability to lift 50 lbs.; Ability to stand or walk for the duration of the shift;

Ability to endure and work in a heavily water present area

- Assisting with projects conducted by supervisor or lending a helping hand to coworkers

- Creative, Detailed, Flexibility, Honest, Organized,

- Reporting to supervisors' issues or concerns pertaining to safety
- Training new staff and familiarizing them with proper protocol

### **Warehouse Associate**

UNITED STATES COLD STORAGE-Wilmington, IL

September 2019 to November 2021

- Ensuring safety is number one priority to self, others, and the company
- Picking product to order and checking quality of product to ensure customer satisfactory
- Reporting systematically daily task and to supervisors any issues that take place
- Training new employees on the proper logistics, time management, while advising them to try others or new techniques to progress effectively

### **Warehouse Supervisor/Vending Production Operator**

ACE VENDING SOLUTION-New Orleans, LA

December 2012 to August 2021

- Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning.
- Assisting with scheduling employees for import of products.
- Developing and maintaining departmental work instructions for all tasks.
- Establishing or updating work procedures to meet warehouse demands as dictated by production schedules and workflow.
- Filling work orders from production, packaging assemblies and receiving into finished goods.
- Interpreting company policies to workers and enforcing safety regulations.
- Maintaining storage area by organizing floor space; adhering to storage design principles; recommending.
- Measuring and reporting the effectiveness of the department activities.
- Monitor the flow of the product/vending machines; performed preventative maintenance and trouble shooting.
- Moving inventory by scheduling materials to be moved to and from the warehouse; coordinating inventory transfers with related departments. Also, deliver supplies and equipment to departments by receiving and transferring items.
- Operated production equipment according to company procedures, maintained knowledge of operating systems of vending machines, contributed to team effort by accomplishing related results that effected company products.
- Receiving incoming material and routing to appropriate area or personnel.
- Recommending measures to improve quality of service, increasing efficiency of department and work crew and equipment performance.
- Responsible for overseeing a wide variety of warehouse activities and maintaining inventory and associated records.

## Education

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### **Civil Engineering and Mechanical Engineering**

University of New Orleans

September 2012 to March 2017

### **High school diploma or GED**

Kankakee High School - Kankakee, IL

August 2008 to May 2012

BPA ACADEMY

HONORS

## ATHLETE

### Skills

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- Communication
- Ability to work well in a team environment
- Building relationships internally and externally
- Excellent reasoning and analytical skills
- Exceptional Customer/Client Services skills
- Organizational agility and prioritizing workloads
- Product management and system analysis
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Strong communication and sales ability
- Account Management
- Customer Service
- Data Entry
- Excel
- Fax
- Filing
- Forklift Certifications
- Hiring
- And Inventory Control
- Logistics
- Microsoft Word
- Problem Solving
- Quality Control
- Risk Management
- Relationship Management
- And Receiving.
- Shipping
- Warehouse Inventory
- Warehouse Supervisor Experience
- AutoCAD
- Six Sigma
- Product Development
- Microsoft Office
- Forklift
- Warehouse experience
- Communication skills
- Forklift

- Blueprint reading
- Quality control
- Heavy lifting
- Lean
- Customer service
- Six Sigma
- Programmable logic controllers
- Quality assurance
- Root cause analysis
- Leadership
- Assembly
- Cash register
- Sales
- CAD
- Operating systems
- Analysis skills
- Systems analysis
- Product management
- Relationship management
- Data collection

## Certifications and Licenses

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**Forklift Certification**

**Pallet Jack Certification**

**First Aid Certification**

**Teaching Certification**

**Driver's License**

**OSHA 30**

**National Institute for Certification in Engineering Technologies**

**OSHA 10**

**Certified Quality Engineer**

**CAD Certification**