

# Tony Janda

Mattawan, MI 49071

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## Work Experience

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### **Shipping and Receiving Clerk**

Charles River Laboratories - Mattawan, MI

January 2022 to August 2023

- Prepare outgoing shipments for FedEx, UPS
- Receive in individual packages and pallet shipments according to packing slip.
- Handle and deliver experimental pharmaceuticals, chemical and radioactive materials.
- Pick materials ordered by other departments within the company and deliver them on-site.
- Unload and load trucks with forklift, pallet jack, manually.

### **Shipping and Receiving Clerk**

Menards - Kalamazoo, MI

April 2020 to December 2022

- Sort incoming freight based on department.
- Stock large products and bulk items (doors, windows, appliances, etc.)
- Assist guests picking up orders
- Unload trucks, receive in FedEx and UPS packages
- Manage overstock pallets and inventory

## Education

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### **Some college in General Studies**

Kalamazoo Valley Community College - Kalamazoo, MI

September 2007 to May 2009

### **High school diploma**

Lawton High School - Lawton, MI

September 2003 to May 2007

## Skills

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- Shipping & Receiving
- Warehouse Experience
- Freight Experience
- Forklift
- Order Picking
- Pallet Jack

- Reach Truck
- Freight
- Load & unload
- Heavy lifting

## Certifications and Licenses

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### **Forklift Certification**

February 2022 to February 2025

Through my old employer Charles River

### **Pallet Jack Certification**

### **Driver's License**