

William Sisk

19461 E. Brunswick Dr. Aurora, CO 80013

Cellular: 303-653-5730

Objective:

Highly motivated Warehouse Worker looking for work with reputable company, bringing expertise in inventory management, operating forklifts, shipping, customer service and multiple other warehouse functions.

Experience:

2020 – SNC Aerotek

Material Specialist

- Hazmat Certified for Shipping
- Shipping, receiving, picking, packing
- Inventory cycle counting
- Parts Maintenance
- Solve internal and external customer problems
- Electric pallet jacks, forklifts, manual jacks, riding pallet jacks

2012 - 2019

Inbound Material Handler

- Receiving, Stocking, Forklift, Scanner use, Excel usage
- Inventory cycle counting
- Tissue movement
- Solve internal and external customer problems
- Training

2005 - 2012 FulCircle Inc.

Fulfillment Lead/Supervisor/Account Manager

- Shipping, receiving, picking and packing
- Inventory cycle counting
- Managed 10-30 employees
- Inserting machine work
- Electric pallet jacks, forklifts, manual jacks, riding pallet jacks
- Solve internal and external customer problems
- Negotiated shipping rates with FedEx

2004.2005 Willy D's Enterprise

Delivery Driver/Owner

- Ensure all merchandise is clean and in operating condition prior to delivery
- Load secure and protect product in delivery vehicle and safely transport merchandise
- Offload install and demonstrate merchandise to achieve maximum customer satisfaction
- Clean and certify merchandise in the Quality Assurance Center for all items personally returned

Skills:

- Excellent understanding of warehouse economics, with a thorough understanding of management.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong communication skills. Regularly communicate with various experience levels & backgrounds via phone, email and in person.
- Refined planning and organizational skills. Ability to balance high quality work, team support, and individual responsibilities in a timely and professional manner.
- Solid problem solving ability regardless of working independently, in a group setting or with customers to resolve issues and find appropriate solutions at an efficient level of quality.

Education:

- Graduate Marietta High School, Marietta, Ohio