

WILLIAM WEBER

161 LAKEVIEW DRIVE
CENTERVILLE, OHIO 45459
(937) 271-9324

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PROFESSIONAL SUMMARY

Energetic, hardworking individual dedicated to completing jobs with a high degree of accuracy in a timely manner. Able to focus on the job at hand while following safety rules and regulations. Careful driver with a perfect driving record. Certified to operate forklifts.

EXPERIENCE

Warehouse Associate

JSL Marketing Enterprises

Centerville, Ohio

10/2021 - present

- Sort items received by type of item before moving to carts to be stored in warehouse location
- Check labels and packing slip to ensure accuracy
- Pull items from warehouse location as needed by customers
- Move items to packing/packaging area
- Use of warehousing equipment to accomplish assigned tasks
- Keep work area free of debris

Skate world of Vandalia (part-time)

Disc Jockey/Customer Service/Building Maintenance

Vandalia, Ohio

1/2008 – Present

- Perform basic cleaning duties such as sweeping, mopping, and floor polishing
- Greet visitors upon arrival and answer questions, resolve complaints
- Proficiently operate cash register receiving cash and credit card payments
- Plan/play music for private and public events
- Make announcements
- Maintain and ensure sound system is operable
- Repair skates as needed
- Answer multi-line phone system and direct calls accordingly
- Manage the Facebook page

Custodian/Maintenance

GE Lacosta

Dayton, Ohio

3/2020 – 10/2021

- Empty all trash cans into outdoor trash and recyclable bins
- Clean work areas, restrooms and breakrooms
- Using local and state guidelines, sanitize all areas to minimize/prevent COVID-19 infection
- Vacuum, mop, wax and polish floors

- Conduct inventory of cleaning supplies and reorder as necessary
- Keep work areas free of debris and ensures that exits are clear to ensure safety
- Other general cleaning and maintenance duties as assigned

Receiving, Shipping, Order Puller, and Inventory Control

Outdoor Sports Headquarters

Dayton, Ohio
12/2015 – 9/2018

- Picked and pulled orders using a radio frequency scanner
- Operated battery-operated carts and forklifts to move orders
- Assisted receiving department with check-ins and stocking items in warehouse
- Placed items to be shipped on carts, transported to packing/packaging
- Transferred priority orders to supervisor
- Shipped completed orders and utilized IBM software
- Kept workstations clean and organized

Education

Sinclair Community College

- Associates in Business Management
- Centerville High School graduate-1996
- AMDG Conductor Training Course – 2007

Dayton, Ohio
Centerville, Ohio
Lawrenceburg, Ind

REFERENCES

- Ms. Brenda Phillips (937) 416-8086
- Mr. Jeff Larrick (937) 478-1769
- Ms. Stefanie Underwood (937) 750-2015
- Mr. Rhett Dziech (937) 638-5577
- Michael T Clark (937) 672-5653



