

Anton Gullett

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Career Objective

Detail-oriented professional with proven critical thinking, management, and communication skills. Aiming to leverage my abilities to successfully fill the Warehouse or Custodial maintenance role at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

Work Experience

GOURMET FOOD INC, KENOSHA, WI

Forklift operator, Jun 2018 – Present

- Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- Operate or tend automatic stacking, loading, packaging, or cutting machines.
- Record number and types of articles marked and pack articles in boxes.
- Prepare invoices, shipping documents, and contracts.
- Direct specified departments or units to prepare and ship orders to designated locations.

MENARD'S, GURNEE, IL

Stocker/Inventory control, Sep 2015 – Present

- Take inventory or examine merchandise to identify items to be reordered or replenished.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Answer customers' questions about merchandise and advise customers on merchandise selection.

ZF SERVICES, VERNON HILLS, IL

Shipping (Temporary assignment), Feb 2018 – Jun 2018

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Inspect product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.

W&M INSULATION, NORTH CHICAGO, IL

Delivery driver & Supervisor (Contractor assignment), Feb 2016 – Oct 2017

- Enforce safety rules and regulations.
- Plan work assignments and equipment allocations to meet transportation, operations or production goals.
- Monitor field work to ensure that it is being performed properly and that materials are being used as they should be.
- Maintain or verify records of time, materials, expenditures, or crew activities.
- Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers.

H.O.B.O, WAUKEGAN, IL

Floor Maintenance, Jun 2013 – May 2015

- Service, clean, or supply restrooms.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.

- Strip, seal, finish, and polish floors.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.

Education

COLUMBIA COLLEGE
COLUMBIA, MO

Associates General studies (Feb 2017)

LAKELAND COMMUNITY COLLEGE
MATTON, IL

Certification Warehouse management & Custodial maintenance (Jun 2013)

Additional Skills

- Business speaking skills, Reading, Attention detailed, Time Control

Credentials and Licenses

- Forklift
- Custodian