

Justenion C. McFalls
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OBJECTIVE

To seek a position utilizing the active experience and dynamic skills acquired to help the company. With a quality education blended with sense of responsibility that will hone in on the goals of the organization.

QUALIFICATIONS / SKILLS

- **Able to make difficult decisions in stressful situations**
- **Successful in learning and comprehending new systems and methods**
- **Project oriented, sticking to a task until completed**
- **Excellent teacher/trainer**
- **Patient and effective when working with a wide range of personalities**
- **Dependable, responsible contributor committed to excellence and success.**
- **Energetic performer with a sunny disposition.**
- **Possessing an upbeat positive attitude.**

TECHNICAL SKILLS

Hardware: Skilled in identifying and solving computer related problems concerning flash drive, hard & CD ROM drives, power supplies, monitors and printers.

Operating Systems: Microsoft Windows Office Suite, XP, Vista, Windows 7 and 8.

Web/Internet/Intranet: Internet Explorer and Outlook Intranet.

EXPERIENCE

Material Handler

Caterpillar Denver Co, 9/2015- present

- ***Loads, unloads, and moves materials within or near plant, yard, or work site, performing any combination of following duties: Reads work order or follows oral instructions to ascertain materials or containers to be moved.***
- ***Opens containers, using steel cutters, crowbar, clawhammer, or other handtools.***

- ***Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.***
- ***Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using handtools.***
- ***Conveys materials to or from storage or work sites to designated area, using handtruck, electric dolly, wheelbarrow, or other device.***
- ***Secures lifting attachments to materials and conveys load to destination, using hand-operated crane or hoist, or signals crane or hoisting operators to move load to destination.***
- ***Lifts heavy objects by hand or using power hoist, and cleans work area, machines, and equipment, using broom, rags, and cleaning compounds, to assist machine operators.***

Receive and check incoming pick tickets

- ***Locate products using technology***
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- ***Retrieve orders according to quantity, size etc. ensuring accuracy***
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- ***Build pallets with orders and position them to loading docks***
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- ***Wrap orders before loading on trucks***
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- ***Re-stock inventory manually or with warehouse equipment***

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- ***Keep records of completed orders***

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- ***Maintain equipment and report on malfunctions***

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- ***Adhere to health & safety policies and quality standards***

Warehouse Clerk

Coors Distribution Denver Co, 3/2014-5/2015

Assist shipping and receiving unloading trucks and checking in merchandise; Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area; Sort and place materials or items on racks, shelves or in bins.

Operate and handle forklift and pallet jack equipment and other tools.

Handle loading and unloading operations in a warehouse.

Handle sensitive items and materials in a delicate manner.

Check and identify numbers and labels on assigned items and materials.

Maintain warehouse premises neat, clean and tidy.

Organize and rearrange items and materials neatly in respective places in a warehouse.

Maintain and manage inventory levels and controls.

Check and inspect the conditions of items and materials while loading and unloading.

Ensure compliance of safety procedures and practices.

Office Assistant

A-Z Staffing- Helena, MT- November 2013- February 2014

Properly handle fragile and rare archival materials.

Support the preparation of materials for scanning.

Scan print, photographs, artwork, etc. and import in photo software; correct color and manipulate images as required using provided software; burn digital images to DVD.

Record technical, item, and structural metadata in a spreadsheet.

Enter descriptive metadata into CONTENTdm (a digital collections content management system).

Calibrate all components of scanner and computer work station on a regular basis.

Floating Operator

Glister Marylee - McBride, MO - November 2011 to June 2013

- Transfer tools, parts, equipment, and supplies to and from work stations and other areas.
- Disassemble broken or defective equipment to facilitate repair and reassemble equipment when repairs are complete.
- Install or replace machinery, equipment, and new or replacement parts and instruments, using hand or power tools.
- Examine and test machinery, equipment, components, and parts for defects to ensure proper functioning.
- Hold or supply tools, parts, equipment, and supplies for other workers.
- Position vehicles, machinery, equipment, physical structures, and other objects for assembly or installation, using hand tools, power tools, and moving equipment.

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- Adjust, maintain, and repair tools, equipment, and machines, and assist more skilled workers with similar tasks.
- Adjust, connect, or disconnect wiring, piping, tubing, and other parts, using hand or power tools.
- Clean or lubricate vehicles, machinery, equipment, instruments, tools, work areas, and other objects, using hand tools, power tools, and cleaning equipment.
- Assemble and maintain physical structures, using hand or power tools.

Apartment Maintenance

Renior staffing - Sacramento, CA - February 2010 to August 2010

- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges.
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Record type and cost of maintenance or repair work.

Cashier

Chevron - Sacramento, CA - September 2009 to December 2010

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

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- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Sell tickets and other items to customers.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Stock shelves, and mark prices on shelves and items.

Cabinet Maker

Canac Kitchens - Sacramento, CA - December 1999 to May 2009

- Produce or assemble components of articles, such as store fixtures, office equipment, cabinets, or high-grade furniture.
- Verify dimensions or check the quality or fit of pieces to ensure adherence to specifications.
- Set up or operate machines, including power saws, jointers, mortisers, tenoners, molders, or shapers, to cut, mold, or shape woodstock or wood substitutes.
- Measure and mark dimensions of parts on paper or lumber stock prior to cutting, following blueprints, to ensure a tight fit and quality product.
- Reinforce joints with nails or other fasteners to prepare articles for finishing.
- Attach parts or subassemblies together to form completed units, using glue, dowels, nails, screws, or clamps.
- Establish the specifications of articles to be constructed or repaired or plan the methods or operations for shaping or assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions.

- Cut timber to the right size and shape and trim parts of joints to ensure a snug fit, using hand tools, such as planes, chisels, or wood files.
- Match materials for color, grain, or texture, giving attention to knots or other features of the wood.
- Trim, sand, or scrape surfaces or joints to prepare articles for finishing.

Education

Saint Mary's High School, (Specializing in General Education)

Forklift Qualified

Tow Truck Qualified