

Frank N Melson, JR

Summary of Qualifications

August 2013 – August 2019 – PCI Pharma Services, Rockford, IL. – forklift proficient, use RF device, perform inventory and other clerk functions; CDL license, Class C; deliver product to other warehouses and assembly area on demand; unload trucks; finished goods put away; DEA certified; Key entering; computer literate.

June 2011 – August 2013 – several temp agencies – inventory positions – forklift, RF devices, etc. at companies like Medcor and Fisher Nuts.

June 2005 – June 2011 – Cardinal Packaging, Crystal Lake, IL
Warehouse supervisor / Montgomery, IL facility – inventory control, shipping, involved in moving 2 warehouses and recommending equipment purchases to facilitate move and production. Work in production when needed at Crystal Lake facility. Use of computer for data entry functions, etc., forklifts and production equipment on a daily basis and drive delivery truck several times a week.

March 2003 – June 2005 – Cincinnati Tool Steel, Rockford, IL
Delivery driver- check in load before leaving yard, delivering product, checking load during drive for safety and ensure correct product is delivered. Delivering steel, parts, etc. can be dangerous if not loaded and checked during deliveries. CDL class B with air.

Winter of 2002 – Rockford Highway Department / Public Works
Snowplow driver – on call as needed.

January 2001 – May 2002 – Allied Games, Rockford, IL
Games Coordinator / Sales – Delivered and helped set up new gaming equipment, ran dart leagues and was liaison between players, venues, management and world/USA league associations. Some computer work needed to record league information and create posters.

June 1981 – January 2001 – Harvard Farms, Inc., Harvard, IL
Warehouse Supervisor – coordinated shipments and deliveries via truck and rail; worked with quality on new and inventoried product, inventory control, fed product to production lines for bagging, was a trained in-house inspector for health department for inventory and production lines, some computer work involved detailing quality issues and producing bills of lading and other shipping documents.

I have over 35 years experience working with inventory, warehousing, forklifts, electric hand trucks and hand trucks. I am a company man and work hard to maintain quality product in my area, delivery in a timely manner and like to investigate ways to work smarter within my department and when working with other departments by improving quality or handling issues. I like to look at the big picture in order to recommend shipment consolidations in order to save money on shipping or prevent damage to product. I believe in a safe workplace and will work with other employees to promote that.

I have had other part-time jobs in the entertainment industry and have learned to work with many different kinds of people. I have done sales and promotion, provided the entertainment, equipment, working with venues, conflict resolution and determining payrolls. I worked events promoting myself and with over 30 people to coordinate. I believe that is good training to work in a position that interacts with other employees or customers. I believe my years of experience will benefit a company that is looking for help in their warehouse, shipping, logistics, and delivery departments.

Thank you; Frank N Melson, Jr. ; 830 E Washington St. Marengo, IL ; phone: 815/543-6571