

JOHN DIXON

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PROFESSIONAL EXPERIENCE

Drakka/Prysmayan

Warehouse asst:Mngr /warehouse lead

2019- current

Event Style Warehouse, Brooklyn, NY

2008 - 2019

Warehouse Supervisor

- Oversee integrity and accuracy of all product leaving the warehouse during active shifts
- Managed distribution and delivery of equipment and invoices to different set locations in NYC.
- Aided in the design and production of event specifically tailored to clients requests.

World Packaging Inventory, Brooklyn, NY

2005 - 2008

Inventory Clerk

- Managed merchandise and supplies for various departments.
- Effective use of audit equipment to compile supply data.
- Inspect and research inventory discrepancies.
- Document and report on all damaged product using appropriate paperwork and procedures.

Brick and Ballerstein, Brooklyn, NY

2002 - 2004

Machine Specialist

- Operated machinery creating products and examining finished products for defects.
- Ensure proper working condition of machinery while maintaining work environment.

American Health Care Education Services, Inc., Brooklyn, NY

1999 - 2002

Maintenance

- Dust and wipe clean all office furniture, files, fixtures, paneling, window sills and all other horizontal surfaces in a 300+ room facility
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems
- Strive to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices

Stadium Motor Inc., Brooklyn, NY

1997

- 1999

Driver

- Directed transportation of all non-working motor vehicles to applicable destinations.
- Conducted thorough pre and post-trip inspections to ensure personal safety and protection of merchandise.

EDUCATION

Linden Learning School of Business

Graduation

Date: 1989

Associate of Applied Science

Concentration: Business Management

SKILLS

- OSHA 10