

AARON MOTA
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SUMMARY

DILIGENT ASSOCIATE WITH EXTENSIVE WAREHOUSE EXPERIENCE. COMPANY-CERTIFIED FORKLIFT OPERATOR. HANDS ON KNOWLEDGE OF VARIOUS COMPUTER PROGRAMS INCLUDING, WORD, POWER POINT AND EXCEL. SKILLS INCLUDE UPS, FEDEX, PARCEL PACKAGE SHIPMENTS, RECEIVING AND PARTS INVENTORY CONTROL AS WELL AS VERIFICATION OF DOCUMENTATION PRIOR TO PACKING OF MEDICAL DEVICES. KNOWN FOR MAINTAINING CLEAN AND ORGANIZED WORK AREA.

PROFESSIONAL EXPERIENCE

BAXTER HEALTHCARE, BUFFALO GROVE, IL.
2001 TO 2012

Warehouse Clerk servicing supply chain for the repair shop.

- * PICKED AN AVERAGE OF 75 LINES PER DAY.
- * RECORDED THE NUMBER OF LINES PER HOUR IN AN 8 HOUR SHIFT OF EACH DAY.
- * RECOGNIZED FOR THE MOST HOW TO IMPROVE JOB IDEAS FOR YEAR.

DADE BEHRING, Mundelein, IL
1998 TO 2001

MATERIAL CONTROL CLERK

RESPONSIBLE FOR FOLLOWING STANDARD OPERATING PROCEDURES, SAFETY RULES, REGULATIONS, AND DEPARTMENTAL PROCEDURES WHILE PICKING PARTS OUR CUSTOMERS ON A VERY TIMELY BASIS.

- * PROMOTED TO THE DOCUMENTATION OF RETURN GOODS FORMS AND GIVEN THE RESPONSIBILITY OF ALL OUT OF BOX FAILURES.
- * REPUTATION FOR WILLINGNESS TO LEARN AND PROGRESS IN THE COMPANY.
- * AWARDED BONUS CHECK FOR PERFECT ATTENDANCE FOR 6 MONTH TIME FRAME.

KAY & ASSOCIATES, ARLINGTON HEIGHTS, IL
1998

MATERIAL CONTROL CLERK

UNLOADED UPS, FEDEX, PACKAGES, AND STACKED THEM ON SKIDS. DECONTAMINATED MEDICAL DEVICES WITH BLEACH AND WATER SOLUTION.

- * RECEIVED BONUS AWARD FOR ASSISTING THE SHOP IN ACCOMPLISHING A SOFTWARE UPGRADE PROJECT.
- * CONVERTED TO FULL TIME PERMANENT EMPLOYEE IN 10 MONTH PERIOD BASED ON HIGHEST LEVEL OF PERFORMANCE.
- * WILLING TO ASSIST OTHERS AND KNOWN AS TEAM PLAYER TO ACCOMPLISH ALL TASKS AND JOB ASSIGNMENTS.

Mchenry County College, Crystal Lake, IL. 2013

Transportation, Warehousing, and Logistics Certificate

CERTIFICATE, ITT TRAINING CENTER, PALATINE, IL, 1996
STUDIES BASIC ELECTRONIC, OHMS LAW, POWER SUPPLIES, READING SCHEMATICS,
BASIC SOLDERING, AND USE OF TEST EQUIPMENT/METERS, ALL WITH HEAVY HANDS
ON TRAINING.

COLLEGE OF LAKE COUNTY, GRAYSLAKE, IL, 1982
GENERAL STUDIES

TECHNICAL SKILLS

INTRODUCTION TO COMPUTERS
PC OPERATING SYSTEMS