

Resume 865

OBJECTIVE:

To secure a position with your company using my skills and experiences in *Warehouse, Assembly, Shipping & Receiving, or similar position.*

SUMMARY OF QUALIFICATIONS:

- Experience performing a variety of warehouse and production duties including packaging, positioning raw materials and finished products throughout warehouses, performing inventory management, and reporting surpluses and deficiencies to upper management
- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Performs physical-count inventory control, notifying appropriate personnel of surpluses and deficiencies for re-ordering purposes
- Experienced using computers, Windows, MS Office (Word, Excel, PowerPoint, and Access), and email
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Well organized, strong communications, and math skills
- Multi-tasks efficiently, learns new systems quickly, and completes all duties on-time or ahead of deadlines
- Works well independently or in a team environment

PROFESSIONAL EXPERIENCE

11/23 – 02/24

Packager / Sealer

DKP Buffalo, Tonawanda, NY

- Ensure that finished product is wrapped and packaged according to customer specifications
- Perform quality control of finished product by ensuring work instructions are being followed
- Assist in the packaging of goods
- Hand stack material coming off the press machine.
- Maintain a safe, clean, organized work area throughout the facility by cleaning up debris
- Continuous use of hand tools such banders and crimpers

05/23 – 08/23

Cook / Cashier

Chipotle, Niagara Falls, NY

- Prepared and cook dishes following established recipes and standards.
- Managed station and collaborated with kitchen team to ensure timely and accurate orders.
- Maintained cleanliness and organization in the kitchen, adhering to safety and sanitation standards.
- Assisted in menu planning, contributing ideas for new dishes and specials.

02/22 – 09/22

Cook

Five Guys, Niagara Falls, NY

- Prepared daily food items, and cook simple foods and beverages, such as sandwiches, or salads, using proper safety precautions and sanitary measures.
- Took customers' orders and write ordered items on tickets, giving ticket stubs to customers when needed to identify filled orders.
- Served food and beverages to customers in take-out counters of restaurant.
- Selected food items from serving areas and place them in dishes, on serving trays, or in take-out bags.

05/21 – 09/21

Tester

Tulip, Niagara Falls, NY

- Manufactured car batteries, crates, tote bins.
- Operated a conveyer belt, ensuring product quality and correcting any inefficiencies or defects.
- Maintained a clean and safe work environment.
- Weighed and mixed pelletized, granular, or powdered thermoplastic materials and coloring pigments.
- Mark items with details, such as grade or acceptance-rejection status.
- Inspect, test, or measure materials, products, installations, or work for conformance to specifications.
- Troubleshoot, maintained, and made minor repairs to equipment.

09/21 – 12/21

Package Handler

UPS, Niagara Falls, NY

- Examine and inspect containers, materials, or products to ensure that product quality and packing specifications are met.
- Measure, weigh, and count products and materials.
- Record product, packaging, and order information on specified forms and records.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Load materials and products into package processing equipment.