

ROBERT SMITH

Storekeeper/Store Worker

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Storekeeper/Store Worker with experience in managing production operations with a key focus on the optimal utilization of resources. Implementing quality standards & structured processes / internal control plans for manufacturing operations of equipment & machines as well as standard products ensuring accomplishment of business goals.

CORE COMPETENCIES

Sales Management, Retail Administrative Responsibilities, Inventory Control, Coach, Trainer.

PROFESSIONAL EXPERIENCE

Storekeeper/Store Worker

ABC Corporation - October 1993 – September 1995

Key Deliverables:

- Unpacked merchandise, equipment, supplies, materials.
- Labeled items with electronic markers, labeling equipment.
- Stored items in warehouses, supply rooms, tool rooms, other areas.
- Work with a team of four to develop a more efficient way to operate, while monitoring, ordering and tracking inventory daily to ensure necessary materials and equipment are available for operation.
- Employ and analyze safety procedures to establish where improvements can be utilized in order to provide a safer work environment.
- Identified a process that allows every storeroom item to have an inventory card that eliminates repetitive inventory.
- Shipping and receiving duties. Responsible for training and certifying forklift operators.

Storekeeper

ABC Corporation - 1991 – 1993

Key Deliverables:

- Responsible for the distribution, inventory as well as disposal of over 10,000 line items of hazardous materials used for shipboard maintenance.
- Served as one of the primary operators of the HICS (Hazardous Material Inventory Control System) that serviced up to 5500 crew members during military operations.
- Trained new team members on system operating.
- Adhered to EPA guidelines for the legal overboard disposal of hazardous waste.
- Stood armed sentry watches as a collateral duty.
- Received several unit awards in support of Operation Iraqi Freedom/Enduring Freedom as well as Global War on Terror support recognition.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

High School - 1990

