

SAM SMITH

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EXPERIENCED LABORER, ASSEMBLER, & MECHANIC

Warehouse & Distribution Operations/Merchandise Inspection & Stocking/Parts Assembly & Fabrication

PROFESSIONAL PROFILE

A conscientious, solutions-focused, and results-driven manufacturing operations professional with comprehensive and diverse experience and widespread training as an Assistant Manager, Warehouse Associate, Customer Service Specialist, and Laborer cross-industry. A skilled communicator, leader, and performer able to successfully prioritize workflow, field and resolve issues, manage multiple and concurrent responsibilities, and meet and exceed challenging goals and objectives. A team-player and builder demonstrating a high-level of accuracy and thoroughness. Accustomed to working under fast-paced, high-volume, time-sensitive conditions and interacting effectively with all levels of support staff and management. Strong interpersonal, organizational, troubleshooting, and problem-solving skills.

KEY STRENGTHS

- *Warehouse/Facility Operations*
- *Parts Assembly & Fabrication*
- *Quality Assurance Standards*
- *Product Pricing & Stocking*
- *Staffing & Scheduling*
- *Heavy Equipment Operation*
- *Inventory Monitoring/Control*
- *Freight/Merchandise Inspection*
- *Order Processing/Management*
- *Data/Records Administration*
- *Customer Operations & Support*
- *Mechanical Maintenance/Repair*
- *Safety Compliance/Enforcement*
- *Shipping/Receiving/Distribution*
- *Personnel Management/Training*

PROFESSIONAL CHRONOLOGY

ABC Company <i>Store Clerk/Customer Service Representative</i>	Any Town, USA	Jun. 2010 - Jul. 2010
ABC Company <i>Laborer</i>	Any Town, USA	Nov. 1990 - Jan. 2009
ABC Company <i>Assembly/Production Specialist</i>	Any Town, USA	Apr. 1989 - Feb. 1990
ABC Company <i>Assistant Manager/Technician</i>	Any Town, USA	Apr. 1987 - Apr. 1989

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Experienced in the operation/safe handling of a variety of equipment including Bergmaster and High-Speed Air Drills, Crains, Floor Jacks, Forklift, Hoists, Jointers, Nailgun, Notchers, Pallet Jacks, Rivet Guns, Rolling Mill, Sheet Metal Bender and Shears, Tsugami Lathe, and Vertical/Horizontal Band Saws.
- Performed various parts assembly; sanded steel bars, put into chrome tank, placed aluminum, ran the press, placed bars into saws, and packaged materials for shipment.
- Calculated inventory levels and produced sales orders; responded to all questions pertaining to parts quality, use, potential, and warranty.
- Managed quality control and inspection procedures for large volumes of inventory; prepared products for shipping and ensured products properly loaded to avoid damage during transport.
- Received, inspected, scanned, and sorted merchandise during the unloading of delivery trucks.
- Directed shipping and receiving operations in areas of picking, packing, and inspection of orders with an emphasis of part/lot numbers, quantities, dates, certifications, special labeling, and packaging.
- Reviewed, maintained, and imposed current safety requirements derived from applicable federal, state, and local laws and regulations.
- Managed the shipping process for outgoing merchandise; accurately counted and recorded invoices for products received and shipped from hundreds of trucks daily.
- Directed full-time/part-time staffs of up to fifteen (15) employees; developed, coordinated, and spearheaded training efforts, planned schedules to ensure adequate manpower coverage, and provided supervision, training, and coverage to ensure department-wide efficiencies.
- Successfully interfaced with customers; maintained productive rapport with patrons and resolved complex issues.

References Furnished Upon Request