

## Objective

Possess the interpersonal skills to function effectively within the assigned team in order to provide production and maintenance support which results in increased operating equipment efficiency.

## Education

2011

### High School Diploma

*Solid Rock Academy High, Jonesboro, GA*

## Warehouse Skills

- Ability to receive incoming material and be able to verify, unload, check for in-transit damage and inspect and identify possible hazardous material, prepare receipts, verify quantity received and date and sign receipt documentation and forward documentation to supply techs.
- Ability to load, unload, and place supplies, material and equipment in designated storage areas, receipt areas, shipping areas, and warehouse areas and report broken or tampered seals and containers to supervisor or on-site government representative.
- Ability to perform all material storage, stock issue and material shipping functions to include: grouping items together based on receiving voucher information; store, stack, palletize, and/or rotate items considering their use, size, and shape, quantity, and special handling requirements.
- Ability to use a wide variety of packing and/or preservation materials and packing techniques
- Provide inventory support assistance by counting items, and properly completing tally listing and other inventory documentation.
- Use automated material identification equipment to move, stack, bin, and select storage locations of items being shipped or received or to inquire on status of items.

## Professional Skills

- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Deep ability to handle stressful situations and work in a fast-paced environment.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Responsible attitude aimed at ensuring positive outcomes of assigned projects.
- Exceptional relationship management skills targeted at ensuring teamwork.
- Excellent ability to adapt to changing work environments and employee rotation programs.
- Ability to motivate employees to work at their optimum.
- Computer literate; Knowledgeable of Microsoft Word, Microsoft PowerPoint, Excel, and excellent organizational skills.
- Folding Carton Production & Packaging.
- Ability to employ diplomacy to ward off adversity in difficult situations.
- Knowledge of handling group facilitation activities in order to bring team workers together.

## **Related Work Experience**

### **Material of Atlanta Cutter Operator — Atlanta, GA 2023–2024**

- Operated machinery to handle and transport materials, ensuring smooth workflow in the folding carton production process.
- Supported production by preparing materials for cutting and folding, guaranteeing precision and quality.
- Conducted regular quality control checks to ensure finished products met industry standards for strength and print quality.
- Coordinated with production teams to meet deadlines and ensure timely delivery of materials and finished goods.

### **Aircraft Fueler FSM Group — Atlanta, GA 2020–2022**

- Safely fueled aircraft, ensuring all fuel types and quantities were correct per airline specifications.
- Inspected fueling equipment and identified potential maintenance needs, reducing downtime.
- Adhered to strict safety protocols and FAA regulations, ensuring a risk-free fueling operation.
- Communicated effectively with ground crews and pilots to ensure timely and accurate fueling procedures.

### **Cutter Operator RRd (Folding Carton Industry) — Atlanta, GA 2016–2019**

- Operated cutting machines and equipment in the folding carton industry to produce high-quality printed cartons and packaging.
- Ensured precision in cutting, folding, and gluing of cartons for various consumer products, meeting quality standards and customer specifications.
- Monitored the cutting process for consistency, making adjustments to machine settings when necessary to ensure optimal results.
- Coordinated with design teams to optimize production layouts and reduce material waste.
- Maintained knowledge of folding carton industry trends and best practices to ensure continuous improvement in production methods.

**2015-2016**

### **Forklift Operator**

*Exel Staffing (Cooper Tire), Albany, GA*

Observe production or monitor equipment to ensure safe and efficient operation. Transfer materials, supplies, or products between work areas, using forklift or hand tools.

Read work orders to determine production specifications or information. Sort tires according to size and type as indicated by identification number on tire. Pull shipment orders and load on trailer using forklift. Compares number on tire and numbers on pallets, conveyors, hand or rock trucks leading to further processing, such as curing, finishing, buffing, or testing, and places tire on conveyance. Perform work in the inventory and storage part of company. Receive shipments; notate any shortages or damages to inventory. Load and unload trucks and transports property to specified areas either by hand or by use of powered or non-powered materials handling equipment. Assist in the receiving, unpacking and checking of incoming property against invoices or bills of lading to verify items and quantities received. Palletize, label and move property to designated locations. Pull, re-palletize and assist in the preparation for shipments; select specified property and stage property in shipping bays. Maintain records, keep floors and storage areas clean and orderly as assigned.

**2015**

### **Mobile Parts Pro**

*Advance Auto Parts, Albany, GA*

Read catalogs, microfiche viewers, or computer displays in order to determine replacement part stock numbers and prices. Determine replacement parts required, according to inspections of old parts, customer requests, or customers' descriptions of malfunctions. Receive and fill telephone orders for parts. Fill customer orders from stock.

Prepare sales slips or sales contracts. Receive payment or obtain credit authorization. Take inventory of stock. Advise customers on substitution or modification of parts when identical replacements are not available. Examine returned parts for defects, and exchange defective parts or refund money. Mark and store parts in stockrooms according to prearranged systems. Discuss use and features of various parts, based on knowledge of machines or equipment. Demonstrate equipment to customers and explain functioning of equipment. Place new merchandise on display. Measure parts, using precision measuring instruments, in order to determine whether similar parts may be machined to required sizes.

**2012-2014**

### **Machine Operator**

*Horizon Staffing, Jonesboro, GA*

Operate forklifts, loading and unloading trucks in supply chain, with merchandise to be shipped out of the warehouse. Work in the Recycle Center dumping beer and recycling cardboard, glass, plastic and aluminum. Load, align and operate machines per drawing instructions. Monitor machines for problems and troubleshoot problems. Prepare raw materials to be loaded into the machine. Prepare tooling for changeovers and performed machine changeovers. Follow production instructions of supervisor to ensure quality. Maintained quality and quantity with strong sense of accountability and high standards. Complete daily logs for inventory count of products wrapped and stocked. Clean and maintained equipment and work area.

