

CONSTRUCTION WORKER

Summary

Hardworking shipping and receiving clerk familiar with all aspects of logistics, shipping and receiving and general warehouse operations.

Highlights

- Logistics
- Shipping and receiving
- Punctual and reliable
- Detail oriented
- Adaptive team player
- Strong problem solver
- Multi-tasker
- Fluent in Spanish

Experience

Construction Worker

October 2011 to Current Company Name i¼ City , State

- Completed residential and commercial construction projects with minimal or no supervision.

Retail Associate

November 2012 to September 2013 Company Name i¼ City , State

- Offered exceptional customer service to differentiate and promote the company brand.
- Balanced the needs of multiple customers in a fast-paced retail environment.
- Prevented store losses using awareness, attention to detail and integrity
- Facilitated quarterly physical inventory counts.

Quality Assurance Clerk

August 2006 to September 2011 Company Name i¼ City , State

- Answered customers questions and addressed complaints in person and via phone.
- Resolved delivery issues for carriers, warehouses and customers.
- Documented pilfer and damaged inventory.
- Presented customers with bills, receipts and collected payments for shipments picked up.
- Organized and scanned inventory minimizing company loss.
- Monitored shipments to guarantee on-time delivery.
- Forwarded client-related quality and service issues to the appropriate manager for resolution.

Package Handler

August 2005 to August 2006 Company Name i¼ City , State

- Worked at a rapid pace to meet tight deadlines.
- Cleared damaged items while loading freight.
- Redirected and organized outbound shipments.
- Operated powered pallet jacks and forklifts safely, with a 0% incident rate.

Education

High School Diploma : 2005 Moneta High School i¼ City , State

Skills

Energetic work attitude, following directions, able to lift 75 lbs, organized, responsible, strong work ethic, dependable, reliable