

Robert Similar

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JOB OBJECTIVE

Warehouse Associate or Forklift Operator

SUMMARY OF QUALIFICATIONS

- Over 12 years of experience working in a warehouse with 5 years experience operating a forklift.
- Highly dependable and reliable. Throughout my career, I've never been tardy or have had an unexcused absence from work.
- Ambitious, flexible team member who loves to learn.

PROFESSIONAL EXPERIENCE

2003-09, General Company USA, Rockford, IL

Lead Warehouse Associate - Maximized manufacturing and distribution efficiency for up to 50 specialized product lines.

- Received regular, outstanding feedback from managers and line staff throughout the plant.
- Forecast and ordered production and shipment of over 20 million units per month, analyzing sales data to accurately meet demand and emergency orders.
- Juggled manufacturing schedules and equipment to achieve complex technical requirements such as narrow turnaround times, capacities, and temperature ranges.
- Ordered, tracked, and monitored inventory of supplies and finished goods system-wide, ensuring freshness and proper handling of critical substances, and accuracy in billing and record keeping.
- Prepared and analyzed statistical and productivity reports, and coordinated information management between two data-tracking applications.
- Improved production processes and increased distribution center efficiency.

1997-03, Big Company, Rockford, IL

Shipping and Receiving Personnel – Accurately verified and kept records on incoming and outgoing shipments.

- Computed amounts, such as space available, shipping charges, and storage, using calculator or price list. Was able to minimize costs by 10%.
- Conferred and corresponded with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Contacted carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.

EDUCATION

Rockford High School, Rockford, IL