James Smith

Material Handler

1515 Pacific Ave, Los Angeles, CA 90291, United States
3868683442 · email@email.com

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Place of birth

San Antonio

Driving license

Full

Skills

Operating Pallet Jacks

Verifying Items

Inventory Managmenet

Barcode Scanners

Picking

Languages

English

Spanish

Hobbies

Trail Running, Ice Hockey, Rugby

Profile

Efficient Material Handler with three years of experience. Skilled in kitting and Lean principles, looking to deliver materials excellence at FedEx. At Arretto Group, prepared 2,700 production kits with no faults in two years. Created a mistake-proof device for kitting that was adopted by management and spread to 33 other materials handlers, slashing kitting errors to zero.

Employment History

Material Handler, Amazon, Mogoditshane

January 2020 — June 2021

Shipped industrial goods, including hazardous materials, to sites across the region. Drove delivery trucks, loaded and unloaded freight, and ensured proper handling of materials at all times. Key outcomes include:

- Responsible for overseeing all outgoing and incoming shipments that were loaded and freighted between trains and airlines.
- Verified orders and arranged delivery materials to the loading platform in the warehouse.
- Generated bills of lading to set tariffs and shipping charges.
- Maintained stocked produced formulations,shelves outlines, and audited transportation documents.
- Tasked with the examination of national and international inbound and outbound transportation freight.

Material Handler , Anglo American, Amberg

January 2019 — July 2020

Provided delivery services for a shipping and receiving company that distributed a wide variety of industrial goods. Handled fragile and hazardous materials as needed.

- Processed all transportation-related documents.
- Verified orders arranged them for delivery to the client.
- Verified all goods that came through our company and organized travel routes.
- Completed all personal property outbound transport documents.

Education

Associates Degree in Business Administration, Jefferson Community, and Technical College, Lobatse

June 2021 — Present

- Course Topics: Business operations, shipping and receiving processes, inventory management, employee training and development, leadership, safety regulations, interpersonal communication, and supplier and customer relations.

Courses

Certified Forklift Operator, PMMA Heavy Equipment Training Center, New York, NY.

June 2021 — June 2021

CSCP (Certified Supply Chain Professional), APICS, Chicago, IL.

January 2020 — June 2020

Certified in Production and Inventory Management (CPIM), APICS, Chicago, IL.

January 2018 — December 2018

Achievements

- Filled 3,200 kits for the shop floor, error-free for over three years.
- Worked for 310 days straight without a sick day.
- Developed a mistake-proof device to avoid kitting errors. As a result, management adopted the device business-wide, saving an estimated 105 hours every week.
- Dispatch all Halliburton and third-party trucking to over 33 gas/oil wells in the Northeast Region.