

GREGORY JONES

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OBJECTIVE General Labourer / Warehouse Worker position

HIGHLIGHTS OF QUALIFICATIONS

- Over six years experience as a warehouse worker with a major firm
- Sharp and creative in solving problems with a great mechanical aptitude
- Extensive experience and knowledge of warehouse operations and machinery
- Hard worker, follow instructions easily and work well under pressure
- Proven track record of performing with little or no supervision

WORK HISTORY

Machine Operator Fast Action Movers 2003 - 2007

- Supervised six other workers on a regular basis and oversaw shipping and receiving dockets to ensure that quality standards were being met
- Trained over 10 new employees on warehouse policies and procedures and shipping and receiving practices and protocols
- Developed a system to absorb a 200% increase in volume with no increase in manpower for the first two years

Warehouse Worker XYZ Warehouse 1999 - 2003

- Observed gauges, monitors, and computer printouts to ensure correct operations of machinery and verified specific processing conditions
- Assisted with machinery maintenance and repair to make sure that equipment was running at its optimum level
- Recorded production information and completed reports in order to maintain accurate files
- Prepared and adjusted machinery to carry out processing operations and to ensure that employer's needs were being met

EDUCATION

Grade 12 Diploma
Completed first year of Apprentice Program

HOBBIES AND INTERESTS

Auto mechanics - repair and maintenance ▪ Home improvements

References available upon request