

Paul Raab

C: 604-000-0000

1234 - 88th Avenue, Surrey, BC V3B 4J5

Objective: Manufacturing / Warehouse position

Profile

- Ten years of experience in manufacturing and warehousing
- Skilled in operating various forklifts and pallet jacks; continuous WHMIS training
- Dexterity in using electronic guns; competent in inventory control
- Experienced in B2B purchasing and handling customer relations
- Thorough and accurate in preparing reports and filling out forms
- Good computer skills in MS Office Suite and in-house inventory systems (E3 & IDS)
- Observant; proven process management and problem-solving skills
- Valid driver's licence with a clean record; highly aware of safety issues
- Friendly and helpful; work well independently and as part of a team
- Punctual, dependable and a fast learner; strong work ethic

Work Experience

- Warehouse Worker / Order Picker**, M&M MEAT SHOPS LTD., Vancouver, BC 2009 - 2010
- Accomplished all the assigned warehouse tasks
 - Picked high volume orders using electronic guns; kept files accurate and up to date
 - Operated pallet jack and forklift, loading and unloading products
 - Prepared shipments; assisted drivers in delivering products and maintaining log books
- Packager** (seasonal), DELTA QUALITY MEATS Co. LTD., Delta, BC 2007 / 2010
- Packaged various meat products including special orders for flavoured mixes
- Inventory Analyst / Order Picker**, NANDO FOODS, Delta, BC 2008 - 2009
- Maintained excellent inventory levels for perishable food division
 - Determined purchasing needs and completed purchasing with sales reps
 - Consistently traced late trucks and coordinated with over 100 vendors for shorted products
 - Picked orders efficiently and with a high level of accuracy
 - Assumed administration duties quickly, handling over 100 emails and calls per day
- Cooler Attendant**, BOGUS BUTCHER SHOPS LTD., Surrey, BC 2005 - 2008
- Maintained cooler inventory; assisted shift supervisor with game plans to run efficient production lines
 - Filled out HACCP forms; set up and took apart Tiromat machines
 - Sanitized floor and ensured staff wore masks and gloves
- Carpenter's Helper**, PERFECT CONTRACTING, Surrey, BC 2005 - 2006

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Work Experience Continued

- Installer / Supervisor**, ULTIMATE ALUMINUM, New Westminster, BC 2004 - 2005
- Set up and installed aluminum balconies; supervised up to three staff
- Steel Forger**, McMILLAN SPRINGS, Surrey, BC 2003 - 2004
- Manufactured parts for leaf-spring assembly and eyes for semi-truck hood hinges; tempered brackets
- Labourer / Deck Hand / Pilot Driver**, TMO GROUP, Delta, BC 2002 - 2003
- Performed yard maintenance; operated IT machine
 - Drove 1-ton truck with Hiab crane to deliver parts to various job sites
- Production Worker**, VINEWOOD FACTORY SALES, Surrey, BC 1999 - 2002
- Stained, lacquered and sealed bed frames
 - Operated various woodworking machines

Education and Training

- Forklift / WHMIS Training**, M&M MEAT SHOPS LTD., Okanagan, BC 2009
- Grade 12**, L A MATHESON SECONDARY SCHOOL, Surrey, BC 1999