SHAUN GRAHAM

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Work Experience

June 2017 - present

 Inventory specialist (Ecolab) Lakewood, WA

Do daily cycle counts for inventory focusing on correct pallet placement, and quantity, ensure FIFO by orienting pallets for earliest expiration to be pulled for orders, receive in return orders and placing back into locations for future orders with while maintaining FIFO. search for lost product to complete daily outbound orders. Communicate with others for any issues that may arise and find compromising solutions to help future endeavors run smoothly and efficiently.

 reach operator for Geodis (Remington) Southaven, MS

Contributions and Accomplishments:

 Pull orders using reach forklift to pull orders and replenish pick bay locations for orders. Stacking in a way to balance most products to be on a pallet for verifiers to check product.

Checking for product number to be in location and fixing incorrect locations using an RF scanner. Wrapping pallets and using sit down lift or pallet jack to load trailers.

Organize bulk locations to keep product in a neat and orderly manner to ensure FIFO.

Put incoming pallets into rack scanning product to scan into inventory system

January 2016- May 2017

Order Puller for Cordova safety group Memphis, Tn

Contributions and Accomplishments:

Return processor- check incoming orders that were sent back for product number and quantity. Checking for damages and inconsistencies in colors, and incorrectly boxed product

pull orders for outgoing truck, fedex and ups using an electric pallet jack to be verified and checked. check product location for correct product and request for additional product to be pulled from a higher location to be pulled to the location for others to use.

March 2014 – March 2016

 Delivery driver for Pizza Hut in Southaven, MS

Contributions and Accomplishments: deliver pizza to correct addresses in a timely manner, make sure the food was up to customer satisfaction, prepare sauces for cooks to use, prepare dough nightly for next day use, answer phones to place orders, and close out orders once customer picks up.

December 2011-December 2013

Receiving Incoming Inspection Clerk for Jabil Circuit in Memphis, TN

Contributions and Accomplishments: Knowledge of SAP system. Releasing product to inventory to use through the SAP system or blocking the defective product from being used. Inspect incoming product for any visual cosmetic damages (i.e. scratches, dents, paint bubbles, etc.), and correct part numbers. Perform second counts verifying correct amount was received in.

October 2010 – December 2011

 Distribution Clerk/Material Handler/forklift driver for Technicolor in Memphis, TN

Contributions and Accomplishments: Knowledge of inventory control systems (GOLD and JBA). Print orders from inventory. Request product need for all outgoing orders. Verifying locations of product in the inventory system and requesting product from inventory for the outgoing orders. Locate product in other Technicolor facilities. Requesting product from other facilities as needed to complete orders placed by the customer. Run reports as required to assure orders ship in a timely manner using the GOLD system. Verify correct truck pickup by communicating with TMS and Management

Verify, Count, weigh and wrap skids, and process all FedEx and UPS orders. Maintain paperwork for all partial orders. Count, verify and Process orders for LTL and truck load. Verify outgoing orders. Audit outbound trucks.

November 2007 – November 2010

Busboy/ Trainer/Server for Texas Roadhouse in Horn Lake, MS

Contributions and Accomplishments: Scheduling personnel need for upcoming shifts. Greeted guest. Assigned tables, assisted in seating the guest as needed. Answered phones, took to-go orders, prepared to-go orders for pickup. Served guest their drinks and food. Prepared tickets, collected payments and made changes as needed. Trainer for new employees. Prepare side items such as baked potatoes, diced tomatoes, diced eggs, and assist in the preparation of dressings. Assist the dish washers, host, and servers and cooks as needed. Clean tables, fill peanut buckets, and take out the trash.

Education

Graduated Horn Lake High School 2009 Horn Lake, MS

Attended Northwest Mississippi Community College and currently hold a degree in Associate of arts.

Currently attending University of Memphis for general Biology

Other information

I am proficient in Microsoft Word, Excel, and outlook.

I have had classes in access and powerpoint.

Contacts

Joshua Amburguy 901-364-2397 Personal

Michael Craig 901-430-2716 Personal

Keith Renalds 214-982-8696 Co worker Geodis (Remington)

Rosie Gibson 901-949-4599 Coworker Geodis (Remington)