

# Theodore Martin

*Warehouse Operations Specialist*

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## EXPERIENCE

*Experienced warehouse worker with a strong focus on quality control and adherence to safety regulations. Proficient in managing inventory, conducting audits, and implementing process improvements to enhance warehouse efficiency.*

### McCarthy Constructions, Atlanta

*July 2013 to Present*

#### General Warehouse Worker

- Responsible for receiving orders, unloading deliveries and subsequently storing them in the warehouse.
- In-charge of the quality-control of goods and deliverables in the warehouse and ensuring that only undamaged products are sent out.
- Responsible for maintaining a ledger for the exchange of materials in and out of the warehouse and reporting them on a daily basis to the warehouse manager.
- Adept at the usage of scanners and bar code readers and employ them for an efficient inventory control in the warehouse.
- Responsible for maintaining a safe and clean work environment by keeping shelves and workstations neat, and complying with safety procedures, rules and warehouse maintenance regulations.
- Responsible for inculcating a team spirit and organizing team-building activities on a monthly basis.

### PCL Construction Enterprises, Inc., Denver

*August 2011 to July 2013*

#### Junior Warehouse Worker

- Trained in precise measurement and spooling of Romex wire for efficient electrical system installations.
- Maintained meticulous documentation of factory equipment, ensuring accurate records for maintenance and repairs.
- Skilled in conducting inventory checks and reconciling availability for diverse projects.
- Efficiently transported light equipment loads manually.
- Acquired expertise in operating forklifts for seamless transportation of manufacturing materials.
- Diligently recorded order placement details from pick-tickets on a regular basis.
- Ensured proper labeling of all stored pallets for easy identification.
- Expertly stacked cardboard boxes and pallets for optimal space utilization.
- Actively pursued technical knowledge through participation in educational workshops.

## EDUCATION

### St. Thomas High School

*2009 to 2011*

#### High School Diploma

Academic Accomplishment: Earned a remarkable CGPA of 3.1 out of 4.0.

## CERTIFICATIONS

### WERC Warehouse Assessment and

*March 2011*

## Certification

Warehousing Education and Research Council

March 2011

## Forklift Operator Certification

Milwaukee Achiever

August 2010

## Warehouse Worker Applied Certificate

School of Transportation

June 2010

*Specialization in Warehouse Equipment and Uses, Fire Safety and Workplace Hazardous Materials Information System.*

## Warehouse Worker Certificate

Milwaukee Achiever

May 2010

## ADDITIONAL SKILLS

- Strong ability to lift and move loads over 50lbs effortlessly.
- Exceptional physical dexterity and agility.
- Skilled in effectively utilizing the RF scanner for inventory management.
- Excellent communication skills for seamless interactions with colleagues and customers.