



RICHARD SIMMONS

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Organized individual with a background in delivering high-quality customer service is seeking employment as an Entry Level Diesel Mechanic.

TEAM PLAYER, AWARDED POTENTIAL MILITARY LEADER AWARD, CIRCLE 10 AWARD, STRONG WORK ETHIC, RESPONSIBLE AND DEPENDABLE, UPBEAT AND ENERGETIC, VERSATILE.

EXPERIENCE

MAY 2018 – PRESENT

FORK LIFT DRIVER, EXPRESS PROFESSIONAL STAFFING- HAMILTON, OH

- Assisting in materials loading and unloading on platforms and lifting devices
- Maintain forklift equipment to ensure proper functioning of the equipment
- Deliver finished pallets to the auditing location for final evaluation

MAY 2017 – MAY 2018

LIFT TRUCK DRIVER, KROGER DISTRIBUTION CENTER- CINCINNATI, OH

- Inspect product load for accuracy and safely transported within the warehouse to ensure efficient delivery
- Responsible for managing control measures to ensure mistakes, inaccuracies and discrepancies are given to management in a timely manner
- Daily vehicle inspection to insure quality performance and safety
- Maintain clean and safe work environment

SEPTEMBER 2015 – MAY 2017

ORDER SELECTOR, GORDON FOOD SERVICE-KENOSHA, OH

- Ensured accurate and efficient identification and labeling of product
- Performed multiple tasks in a fast paced environment
- Required to lift up to 100 pounds
- Maintained clean work spaces and equipment to meet health and safety standards

NOVEMBER 2014 – SEPTEMBER 2015

SHIPPING CLERK- WATER SPIDER, MANPOWER- KENOSHA,WI

- Utilize MS Excel to create a database with shipping logs to increase productivity
- Safely loaded and unloaded trucks using pallet trucks and forklifts
- Correctly used LN, CTK Tracker, and Shuttle Tracker on a daily basis
- Requisitioned additional materials, supplies, and equipment as needed
- Coordinated with warehouse personnel for stocking inventory and to ensure product was available before processing order
- Familiarized self with methods, tools and materials that were used on a daily basis
- Routinely commended for ability to simultaneously complete multiple tasks while adhering to strict deadlines

DECEMBER 2013 – NOVEMBER 2014

CLERK/BAGGER, WOODMAN’S FOOD MARKET- KENOSHA, WI

- Ensured customer was completely satisfied by assisting with carrying out groceries
- Completed other duties as assigned, such as returning unwanted merchandise, retrieving special products at customer's request, and enhancing product displays through uniform presentation
- Maintained smooth check out process by frequently replenishing bag supply and retrieving carts

JUNE 2013 – NOVEMBER 2013

OVERNIGHT COUNSLER, STEPPING STONES- BATAVIA, OH

- Encouraged a positive camper experience by assisting campers with various disabilities and their personal care
- Encouraged campers with disabilities and guided them to learn skills to increase independence

SEPTEMBER 2011 – DECEMBER 2013

CASHIER/STOCKER/ FUEL CLERK, KROGER- LOVELAND, OH

- Established strong customer service skills through daily, frequent interactions with shoppers
- Operate computer/cash register and enthusiastically accepted payments from customers
- Handled closing and opening duties, and ensured space was tidy and ready for business each day
- Operated: cashier and pump register, bills counter machine, credit cards machine and lottery machine

EDUCATION & CERTIFICATIONS

AUGUST 2018

TECH TRACK, AMERICAN DIESEL TRAINING CENTERS, COLUMBUS, OH

SELECTIVE PROGRAM DESIGNED TO SUPPLY INDUSTRY WITH VETTED, HIGH CHARACTER PROFICIENTLY TRAINED TECHNICIANS. HANDS ON INTENSIVE 12- WEEK PROGRAM FOCUSING ON PMI, ELECTRICAL, DIAGNOSTICS, BRAKES, AND EMISSIONS

2012

HIGH SCHOOL DIPLOMA, MILFORD HIGH SCHOOL- MILFORD, OH

