

Alan Stinson

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Objective: A challenging career position that will allow me to grow with the company while increasing my skills and abilities.

Highlights of Qualifications:

- Computer applications knowledge
- Excellent patient and customer service
- Ability to maintain critical records accurately and timely
- Ability to maintain equipment at a safety level and arrange for any repairs
- Maintains neat and orderly work station by following all procedures
- Supportive team member
- Ability to work under pressure and to make correct decisions based on policy and procedures
- Knowledge of Hazard Material handling
- Maintains professional and confidential interaction and information according to HIPPA laws

Related Work Experience:

Stock Clerk

Pottery Barn

Sept 2012 to Jan 2013

Responsible for receiving delivery items, set up displays, customer service and loading merchandise.

Receiving Clerk

TJ Maxx

2010 to 2012

Responsible for receiving items from delivery trucks, set up displays, customer service and loading merchandise.

Medical Gas Technician

Children's Hospital Boston, Boston Massachusetts

2007 to 2009

Routinely calibrated valves and gages on medical gas cylinders. Maintained related logs and records. Verified safety of usage by checking labels and gas levels of cylinders.

Shipping and Receiving Specialist

Children's Hospital Boston, Boston Massachusetts

2003 to 2007

Responsible for record keeping and logging inventory, delivery of equipment and supplies to various hospital departments. Unloaded trucks and verified incoming items to manifest. Performed requested duties from other departments when delivery of equipment was needed; i.e. hospital beds, requested supplies and equipment.

Other Work Experience:

Courtesy Clerk

Baker's Grocery Store, Omaha Nebraska

Summer 2000

Provided customer service, bagged groceries, stocked shelves, light janitorial and maintained safety recording logs.

Landscape's Helper

Breaking Ground, Omaha Nebraska

Summer 1999

Maintained grounds of residential and commercial properties utilizing required tools within safety practices.

Education:

Central County Occupational Center 2013-2014

High School Diploma, Omaha, Nebraska 2000

References Available Upon Request