

Lyle J. Simon

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Profile

An able, enthusiastic, skilled, and reliable professional seeking a position that reflects my experience, skills, and personal attributes including dedication, meeting goals, creativity, and the ability to follow through. Desire a challenging opportunity to significantly contribute to a company's efficiency, organization, growth, and profitability.

Key Skills

- **Judgment/decision-making** - able to make sound decisions based on information gathered and analyzed. Consider all pertinent facts and alternatives before deciding on the most appropriate action
- **Communication** - express ideas effectively. Organize and deliver information appropriately. Listen actively
- **Work Ethic/motivation** - Energy and enthusiasm in approaching the job. Commitment to putting in additional effort

General Warehouse Skills

- Operated RF scanners in shipping, receiving and selecting merchandise
- Pulled orders according to shipping and receiving labels
- Informed lead person when merchandise was stored inappropriately

Shipping and Receiving Skills

- Packed merchandise appropriately, using correct box size and protective materials such as styro foam popcorn and bubble wrap
- Completed invoices for merchandise before packing
- Entered customer information into computer to print labels shipped out materials

Driver

- Possess a Class C Drivers license with one year par transit driving experience
- Drove people with disabilities to their destinations

Work Experience

2005 – Present – Concessions stand Worker – Aramark Entertainment – Oakland, CA

2004 – 2005 – Para transit driver –A. Para transit Corp, Hayward, CA

2001 – 2003 – Order Selector – Gourmet Specialties, Hayward, CA

1999 – 2000 – Order Selector – Pets.com – Union City , CA

1994 – 1998 – Order Selector – Rex Pacific, Hayward , CA

1989 – 1991 – Prepper – Furnishings 2000

1979 – 1986 – Forklift Operator – Wilmac Metal Finishing,

Education

AA Degree in Business Administration and Accounting – College of Alameda , Alameda CA

Available for all shifts and extended evening/weekend hours

