

# Joseph Richard

## **Animal Care Attendant**

Dallas, TX 75210

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469-740-4927

Willing to relocate to: Dallas, TX - Carrollton, TX - Garland, TX

## Work Experience

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### **Animal Care Attendant**

CityVet/Ruffit - Dallas, TX

December 2017 to February 2018

An Animal Care Attendant will be required to help with a range of tasks. They will look after animals, bathing them, clipping their nails and cleaning their ears. They will clean out the animal cages and enclosures, making sure they are maintained and disinfected at all times. I would also feed and medicate the animals

### **Custodian 1**

Flagship Facility Services, Inc - Irving, TX

January 2017 to July 2017

Used vacuums and other motorized equipment in executing cleaning tasks.

Ensured stocking of restroom and janitorial supplies.

Performed light cleaning tasks for campus building exteriors.

Moved all garbage and surplus building materials to central pickup points on a regular basis.

Moved desks bookshelves conference tables and other office furniture as required.

### **Warehouse worker**

iris USA - Mesquite, TX

January 2015 to August 2016

#### Responsibilities

Operate under the supervision of a manager or team leader and are primarily responsible for receiving,

sorting,

storing, taking inventory, keeping records and organizing for the shipping of merchandise stored in the warehouse.

#### Skills Used

Stack and pile finished goods into containers.

Prepare goods for shipment.

Pack them following a specific set of instructions.

Clean and prepare containers for packing.

Check to ensure containers are damage free.

Verify if items pulled out of package are correct.

Maintain database of packages.

Fill out forms and papers to record measurement, weight, and product count.  
Keep track of inventory.  
Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.  
Seal and label each container.  
Move completed packages for loading.  
Load or stuff different products or merchandise.  
Count items.  
Review packing lists.  
Mark and label containers.  
Seal containers with glue and fasteners.  
Tag containers with marking tools.

## **Warehouse Worker**

P.D.Q. Temps - Garland, TX  
January 2014 to August 2014

### **Responsibilities**

Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.  
Completes deliveries by driving truck or van to and from vendors.  
Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.  
Maintains inventory controls by collecting stock location orders and printing requests.  
Maintains quality service by following organization standards.  
Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.  
Completes reports by entering required information.  
Maintains technical knowledge by attending educational workshops; reviewing publications.  
Contributes to team effort by accomplishing related results as needed.

### **Skills Used**

## **Education**

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### **GED in accounting, advertising**

Cedar Valley College - Lancaster, TX  
January 2017 to August 2017

## **Skills**

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INVENTORY, MAINTENANCE, ACCOUNTING, ADVERTISING, ASSOCIATE

## **Additional Information**

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Skills/Qualifications: Teamwork, Coordination, Organization, Planning, Time Management, Reporting Skills, Inventory

Control, Documentation Skills, Equipment Maintenance, Data Entry Skills, Dependability

#### Stocker/Receiver

Krogers - Mesquite, TX

January 2012 to November 2012

##### Responsibilities

Compare merchandise invoices to items actually received to ensure that shipments are correct.

Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers

and promote sales.

Receive, open, unpack and issue sales floor merchandise.

Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.

Take inventory or examine merchandise to identify items to be reordered or replenished.

Answer customers' questions about merchandise and advise customers on merchandise selection.

Clean display cases, shelves, and aisles.

Itemize and total customer merchandise selection at checkout counter, using cash register, and accept

cash or

charge card for purchases.

Pack customer purchases in bags or cartons.

Requisition merchandise from supplier based on available space, merchandise on hand, customer demand, or

advertised specials.

Stamp, attach, or change price tags on merchandise, referring to price list.

Transport packages to customers' vehicles.

Cut lumber, screening, glass, and related materials to size requested by customer.

#### Inventory Associate

Walmart - Addison, TX

February 2011 to October 2011

##### Responsibilities

Accountable for the Annual Physical Inventory of all materials/stocks.

Prepare report of all properties/equipments/stocks on hand balance.

Maintains quantity of supplies and monitors shelf life of a particular items based on receipts or invoices

for

submission to the accounting head.

Verifies, checks discrepancies on stock quantities, packaging, quality and pricing

Classifies, reviews and input data in the computer terminal according to prices, manufacturers name, part number/

model number and stock number of certain materials through J. D.Edwads system.

Inspects materials in their storage locations to ensure that the sensitive are not deteriorated/damage for issuance

purposes.

Relocation of materials/stocks received to their respective locations

Performs other duties and responsibilities assigned

#### Skills

Inventory specialist, Stocking, maintenance, Honesty, Loyalty, Hard-working, Caring, Patient, Understanding,  
Reliable, Responsible, Trustworthy, and always on time.