

# Eric Thomas

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To obtain a challenging position where advancement opportunities exist for a dedicated and hardworking employee.

## Work Experience

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### **Material Handler/Forklift Operator**

NGK SPARK PLUGS - Irvine, CA

November 2021 to Present

- Operate forklift according to OSHA safety regulations.
- Pull parts from stockroom using TO sheets to determine location.
- Keeping track of all the materials arriving at loading docks and production areas.
- Checking if the materials are labeled and stored correctly.
- Stow incoming items by size or the SKU on packages into different tote.
- Maintain working in a safely matter.
- Help load all orders onto delivery trucks.
- Examining and inspecting products for defects and damages
- Receiving, unloading, and arranging inventory items appropriately

### **PSE Mail Processing Clerk**

United States Postal Service - Anaheim, CA

November 2019 to October 2021

- Sort mail at the racks, beginning stage.
- Opened sacks and dump into to conveyer belt so that the Spbs could scan mail.
- Helped load and off load trucks coming in and out.
- Used equipment safely across the plant to store.

### **Warehouse Associate**

JATAI International - Buena Park, CA

September 2019 to November 2019

2019(Seasonal)

- Prepare and process orders using STAMP.com, Fed ex.com, Ups.com & etc.
- Contact customers to confirm orders that were processed with a credit card.
- Make kits for individual customers
- Off load truck twice a month after inventory count.
- Use pallet jack to move heavy equipment

### **Quality Control**

STAPLES Center - La Mirada, CA

September 2018 to April 2019

- Scan and print customer orders after picked.

- Assisted associates with labeling and taping orders .
- Picked missing items from orders before shipments.
- Sorted packaging slips by the carriers and or states.
- Maintained a clean and nice work area.

### **Overnight Stocker**

Walmart - Las Vegas, NV

August 2016 to May 2018

North Las Vegas, Nv

Over-night Stock August 2017 to May 2018

- Sorted out incoming items into piles for each department.
- Transport freight to the sales floors after sorting and inventory counts.
- Responsible for the safe use of inventory movement equipment.
- Ensured items were mark correctly before they hit the sales floor.

## Education

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### **Some College in Business Administration**

SNHU - New Hampshire

January 2020 to August 2021

Paramount High School - Paramount, CA

June 2014 to June 2014

## Skills

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- Pallet Jack
- Packaging
- Machining
- Quality Control
- Forecasting
- Customer Service
- Order Picking
- Microsoft Windows
- Procurement
- Supply Chain
- Logistics
- Computer Networking
- Forklift
- Order picker
- Scissor lift
- Warehouse experience
- Materials handling
- Warehouse distribution

- Load & unload

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**