



Victor Boyd

Recycling Center Attendant

☎ (417) 555-7314 ✉ victor.boyd@example.com

🌐 linkedin.com/example/victorboyd 📍 Springfield, MO 65806

STRENGTHS

- 👤 **Public Service**
Welcomed residential and business customers, explained accepted materials, and kept receiving interactions clear and respectful.
- ♻️ **Material Judgment**
Identified recyclable items and contaminants during busy intake periods, then placed materials in correct bins.
- 🔧 **Equipment Safety**
Completed routine checks before using balers and forklifts. Safe habits kept daily processing steady.
- ♥️ **Record Accuracy**
Logged weights, bale labels, and storage locations. Careful records supported inventory reviews and shipments.
- 👤 **Independent Work**
Handled extended physical assignments with limited oversight, communicating hazards when conditions changed around work areas.

SKILLS

Material identification

Contaminant separation

Customer service Baler operation

Forklift operation Material records

Monthly inventory

Warehouse organization

Truck loading

Aluminum processing

Strappers and banders Mowers

Hand tools Hazard recognition

Manual material handling

SUMMARY

Dependable recycling operations worker with three years of hands on experience receiving, sorting, processing, weighing, storing, and shipping **recyclable materials**. Provides courteous **customer service** while identifying accepted materials, separating contaminants, and placing items in **designated bins**. Operates balers and forklifts, uses strappers and banders, completes equipment checks, and follows **standard safety practices**. Maintains accurate weight records, storage labels, inventory counts, warehouse organization, outbound truck loads, buildings, yards, and clean work areas. Works independently during prolonged standing, walking, bending, crouching, lifting, pushing, and outdoor tasks. Communicates clearly with customers, coworkers, and supervisors, follows oral and written instructions, recognizes hazardous conditions, and applies sound judgment around machinery, dust, fumes, waste, weather, and contaminated materials. Ready to contribute dependable service and safe daily operations within a community recycling facility.

EXPERIENCE

Recycling Operations Attendant

Ozark Materials Recovery 📅 November 2024 - Present 📍 Springfield, Missouri

Support daily **recycling center operations** for residential and small business deliveries, covering customer service, material sorting, baling, forklift movement, weighing, inventory, shipping, and facility upkeep. Work independently within active warehouse and yard environments while applying safety practices and reporting changing conditions.

- Received recycling loads and directed customers toward correct collection areas using clear facility guidance.
- Separated cardboard, aluminum, plastics, trash, and **contaminants** before materials entered processing streams.
- Operated **balers** and forklifts after **equipment** checks, supporting safe movement of recyclable commodities.
- Weighed processed material, labeled bales, and updated logs for monthly inventory reconciliation.
- Staged finished bales for outbound trucks and organized **warehouse** space for safer shipping.
- Swept **processing** areas, removed debris, and reported unsafe building or yard conditions promptly.

Recycling Center Worker

Midwest Resource Recovery 📅 October 2023 - October 2024 📍 Nixa, Missouri

Supported community recycling site operations involving receiving, sorting, aluminum processing, equipment use, **material records**, storage, **truck loading**, upkeep, and customer facing service. Completed assigned work independently during physically demanding shifts and communicated changing conditions with supervisors.

- Supported **receiving** and sorting operations by **separating** accepted commodities from solid waste and contaminants.
- Processed **aluminum cans** with balers, strappers, banders, and **hand tools** under safe procedures.
- Moved moderate to heavy materials through extended shifts using appropriate manual handling practices.
- Recorded weights and storage locations for inventory reviews and outbound shipment preparation.
- Loaded recyclable commodities for transport while keeping aisles and storage zones orderly.
- Completed minor facility upkeep and communicated equipment or work area changes to supervisors.

LANGUAGES

English Native

Spanish Beginner

MY CAREER



- Recycling Operations Attendant at Ozark Materials Recovery (1.9 Years)
- Recycling Center Worker at Midwest Resource Recovery (1 Years)

PROJECTS

Community Recycling Shipment Support 📅 2024
Worked with coworkers during outbound preparation, checking bale labels, arranging storage zones, and keeping loading areas clear for safe truck movement. Shared observations respectfully when material placement or contamination required correction.

Material Sorting and Contaminant Review 📅 2023
Helped maintain consistent sorting decisions by comparing recyclable materials with visible contaminants, asking practical questions, and communicating findings clearly during busy receiving periods.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable attendance and consistent completion of recycling center assignments.
- Selected for recurring equipment and material handling duties based on safe work habits and sound judgment.
- Trusted with customer facing receiving tasks, accurate records, and orderly outbound preparation.

EDUCATION

High School Diploma
Nixa High School 🎓 GPA: 3.0 📅 2023 📍 Nixa, Missouri
***Coursework:** Basic mathematics, workplace safety, environmental studies, written communication*

CERTIFICATIONS

- Forklift Operator Safety Training 📅 2024
- Workplace Safety and Hazard Awareness Training 📅 2024

TECHNICAL SKILLS

- **Recycling Equipment:** Balers, forklifts, mowers
- **Material Processing:** Aluminum cans, mixed recyclables, bales
- **Binding Equipment:** Strappers, banders, bale labels
- **Material Records:** Weight logs, storage records, inventory counts
- **Warehouse Operations:** Storage zones, aisles, outbound loads
- **Facility Maintenance:** Hand tools, sweeping, debris removal
- **Safety Practices:** Equipment checks, hazard awareness, standard procedures
- **Material Quality:** Contaminant identification, recyclable separation, bin placement
- **Shipping Operations:** Truck loading, load staging, shipment preparation
- **Physical Operations:** Lifting, bending, crouching, prolonged standing

PROFESSIONAL AFFILIATIONS

- Community recycling operations, supporting clean material streams and responsible local resource recovery.
- Workplace safety activities, applying hazard awareness during warehouse, yard, and equipment assignments.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST