

Ethan Warner

Stock Clerk 1, Campus Moving Services

📞 (717) 555-2846 ✉ ethan.warner@example.com

🌐 linkedin.com/example/ethanwarner 📍 Harrisburg, PA 17102

STRENGTHS

- ✚ **Safe Material Movement**
Heavy furniture moved through occupied spaces with care. Doors, walls, elevators, people, and property stayed protected.
- ☰ **Reliable Stock Records**
Simple records stayed useful in daily work. Supervisors could check quantities, locations, and conditions without delay.
- 🔧 **Equipment Care**
A quick cart or hand truck check often caught trouble early. Defects were tagged and repair needs reported.
- 💬 **Service Communication**
Campus customers received a courteous response, even during changing priorities. Unresolved concerns reached supervisors clearly.
- 🔒 **Confidential Handling**
Sensitive papers were collected and shredded through secure practices. Privacy stayed part of every assigned route.

SKILLS

Stockroom Procedures

Material Handling

Furniture Moving

Loading and Unloading

Packing for Shipment

Shipment Methods

Inventory Records Stores Records

Supply Identification Event Setup

Equipment Maintenance

Vehicle Operation

Document Shredding

SUMMARY

Facilities and **stockroom** professional with four years of experience supporting material movement, deliveries, **event setup**, **inventory records**, shipment preparation, equipment care, and confidential document handling. Safely moves furniture, supplies, staging materials, and objects weighing up to 100 pounds while protecting people, facilities, vehicles, and property. Maintains orderly storage areas and simple **stores records**, identifies supplies by type and condition, and follows written storeroom, safety, security, and transportation procedures. Provides courteous service to faculty, staff, students, visitors, and facility partners during changing priorities. Performs vehicle checks, cleans moving equipment, reports hazards and repair needs, and communicates unresolved concerns clearly. Practical experience with campus operations, emergency reporting, policy updates, and evening or weekend event support can contribute dependable service in an essential facilities role.

EXPERIENCE

Stockroom and Moving Services Clerk

Keystone Campus Support Services 📅 October 2024 - Present 📍 Harrisburg, PA

Supports daily stockroom, **moving**, delivery, vehicle, event, and confidential materials operations across an education campus. Reviews work orders, sequences assignments, protects property, and communicates service needs with campus customers and supervisors.

- Sequenced campus **furniture** deliveries from work orders, protecting classes and events from schedule disruption.
- Loaded vehicles and secured furniture using safe handling methods, reducing damage during campus transfers.
- Maintained stock and movement records, checking supply type, quantity, location, and condition before issue.
- Delivered and retrieved event **tables**, chairs, and **staging** materials, confirming setup needs with event contacts.
- Operated service vehicles under campus procedures, reporting **equipment** defects before scheduled work was affected.
- Collected and shredded confidential papers, reporting hazards while serving faculty, staff, students, and visitors.

Facilities Material Handler

Capital Region Facilities Logistics 📅 August 2022 - September 2024 📍 Mechanicsburg, PA

Supported warehouse and facilities operations across multiple occupied buildings through receiving, storage, packing, loading, delivery, equipment care, and customer response. Applied safety training and supervisor direction during routine and urgent assignments.

- Received and stored maintenance **supplies**, **furniture**, and materials for multiple occupied facilities buildings.
- Prepared shipments with suitable packing, labels, and carrier coordination based on destination and handling needs.
- Recorded **inventory** transactions and storage locations, giving supervisors reliable replenishment information.
- Cleaned and inspected carts, dollies, and hand trucks, routing damaged **equipment** for repair.
- Moved bulky objects through public corridors, protecting occupants, doors, walls, elevators, and property.
- Handled urgent requests and special setups, reporting deficiencies and customer concerns as priorities changed.

Safety Procedures

Customer Service

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Stockroom and Moving Services Clerk at Keystone Campus Support Services (2 Years)

● Facilities Material Handler at Capital Region Facilities Logistics (2.1 Years)

PROJECTS

Campus Event Logistics Support 📅 2024

A last minute setup can shape an entire campus event. Coordinated staging materials, tables, chairs, deliveries, retrieval, storage, and customer checks while protecting facilities and keeping event spaces orderly.

Confidential Materials Handling 📅 2023

Sensitive paper requires quiet discipline. Supported secure collection and shredding practices, separated confidential materials from routine waste, and reported concerns through established supervisory channels.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable support during changing campus delivery and event priorities.
- Trusted with confidential paper collection and shredding through consistent security and handling practices.
- Selected for recurring facilities assignments requiring safe movement of heavy furniture and supplies.

EDUCATION

High School Diploma

Harrisburg High School 🎓 GPA: 4.0 📅 2022 📍 Harrisburg, PA

Coursework: Workplace safety, physical education, communication, practical mathematics

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2023
- Workplace Safety Training 📅 2023

TECHNICAL SKILLS

- **Stockroom Operations:** Storeroom methods, stores procedures, supply identification
- **Material Handling:** Furniture moving, heavy lifting, manual labor
- **Shipment Preparation:** Packing goods, labels, carrier pickups
- **Inventory Records:** Stock records, movement records, storage locations
- **Event Equipment:** Tables, chairs, staging components
- **Moving Equipment:** Carts, dollies, hand trucks
- **Vehicle Operations:** Campus vehicles, safe driving, vehicle checks
- **Safety Practices:** OSHA 10 Hour, safe lifting, hazard reporting
- **Security Practices:** Confidential documents, shredding, property protection
- **Facilities Support:** Deliveries, receiving, storage
- **Customer Service:** Campus customers, service concerns, supervisor communication
- **Transportation Methods:** Transportation agencies, shipment methods, carrier coordination

PROFESSIONAL AFFILIATIONS

- Facilities operations teams, supporting shared service goals across occupied buildings and campus locations.
- Campus event contacts and service customers, maintaining courteous communication during setup and retrieval work.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST