

Eric S. Duncan

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Summary of Qualifications

Hard working and reliable employee with experience in general labor, manufacturing, shipping/receiving, and other areas. Certified forklift operator. Bringing forth a strong work ethic and a variety of skill sets valuable in the workplace. Willingness to train and learn new skills to expand abilities.

Work Experience

All Seasons Temporaries | Franklin, PA

LUMBER YARD LABORER

03/2022 - Present

Operate the stacker

Place stickers in between lumber while stacking for drying

Serve as back up forklift operator with certification

Career Concepts | Franklin, PA

LUMBER YARD LABORER

05/2021 - 03/2022

Operated rip-saw

Stacked lumber onto carts

Steris | Saxonburg, PA

MATERIAL HANDLER

02/2020 - 05/2021

Monitored dosimeter to provide information to plant operator's report

Transported materials safely from the non-processed side to the processed side

Unloaded trucks of materials to process through machines

North Pole Photo | Butler, PA

MANAGER

11/2009 - 03/2020

Prepared employee schedules and payroll

Provided excellent customer service through short wait times and accurate products

Maintained accurate records of financial statements for deposit

Baur Machining | Mars, PA

MACHINE SHOP ASSISTANT

02/2018 - 02/2020

Monitored machines for maintenance and repair

Completed the finish process of machined parts and package for shipping

Processed trucks for shipping and receiving

George Moving & Storage | Freedom, PA

WAREHOUSE SUPERVISOR

01/2017 - 11/2017

Assigned daily work orders to employees

Oversaw employee effectiveness and modified tasks as needed

Prioritized workforce to ensure 100% order fulfillment accuracy

US Liner | Harmony, PA

MACHINE OPERATOR

07/2015 - 01/2017

Operated heavy equipment to move large panels of fiberglass for shipping

Assisted in machinery setup for production of materials

Disposed of materials and maintained a clean environment

Walmart | Butler, PA

RECEIVER/ STOCKER

08/2015 - 07/2016

Loaded and unloaded truck using forklift and separating materials for store restocking

Distributed materials to multiple departments for product placement and restocking

ISS | Pittsburgh, PA

SUPERVISOR

08/2014 - 07/2015

Created and reviewed schedules for accurate payroll numbers based on company requirements

Maintained and reordered materials for efficient employee production

Supervised employees for yearly review

Education

ITT Technical Institute, September 2007 – Associate Degree in Computer Networking