

# Jacob Erwin

Franklin, PA

I am passionate about my work and strive to exceed company standards at any opportunity possible. I am a committed, hardworking employee who is punctual and knowledgeable.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Material Handler**

Electralloy - Titusville, PA

July 2019 to June 2020

Locates materials and supplies by pulling and verifying materials and supplies listed on production orders  
Documents materials and supplies disposition by recording units delivered and location of units  
Prepares finished stock for shipment by identifying, pulling, packing, crating, loading, and securing product

Documents product shipment by recording units shipped

Maintains material-handling equipment by completing pre-use inspections

### **Grinder Operator**

Franklin Bronze Precision Components - Franklin, PA

March 2019 to July 2019

Set up water blaster and changes nozzles and guns as require

Operate shot/sand blasting equipment to remove scale and coatings from a variety of castings and fabrications

Remove parts from casting with various cut off saws

Pour and regulate the flow of molten metal into molds and forms to produce ingots or other castings, using ladles or hand-controlled mechanisms

Responsible for setting up and tending grinding machines in order to grind external or internal cylindrical or tapered surfaces of metal pieces

Preform various "patch" work with tig, stick, and mig welding

### **Materials Supervisor**

GES-AGM - Parma, OH

March 2018 to March 2019

Knowledge of raw and finished material background and testing, advanced material testing for internal deviations, assign material to production orders, produce up to date inventory spreadsheets using TMS systems and Excel, purchase material, issue quality certifications based on material qualifications, supervise all incoming and outgoing material, produce daily material reports for upper management.

### **Warehouse Supervisor**

GES-AGM - Emlenton, PA

December 2015 to March 2018

- Supervise and direct warehouse staff; put worker safety as a top priority
- Track and account for all incoming and outgoing products
- Confirm proper and timely delivery of products
- Perform various inventory counts; order supplies and goods as needed
- Supervise all forklift operations
- Maintain warehouse and machinery, ensuring equipment is serviced when needed and a clean and tidy workspace is kept at all times
- Maintain shipping documentation, manifests, and receipts
- Ensure that shipment materials match packing lists before dispatching orders
- Assist in the hiring and training process of new warehouse staff
- Ensure proper transport, packaging, and placement of products
- Motivate and lead warehouse staff to effectively carry out given tasks
- Abide by and enforce facility rules and state laws and regulations
- Improve warehouse work processes through strategic planning in order to create a more efficient fulfillment system

### **Customer Account Representative**

Rent a Center - Franklin, PA

August 2016 to December 2016

- Completing assigned calls in timely fashions, conducting phone and in-person business politely and amiably, working with other team members, reviewing expired accounts, communicating with customers about payments, maintaining accurate records of each customer transaction,

### **Electronics Lead**

Kmart - Franklin, PA

January 2015 to August 2016

- Ensuring that associates are trained in current procedures
- Fostering a positive work environment by leading by example
- Working to resolve customer care complaint
- Growing department sales and meeting performance goals
- Conducting interviews to meet staffing demands for your area
- Operating Fork-truck
- Merchandising

## **Education**

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### **High school or equivalent**

PA Cyber - Midland, PA

September 2017 to February 2018

### **Technical in Gas and Oil Technician**

Venango County Area Vocational Technical School - Oil City, PA

September 2013 to May 2017

## Skills

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- Inventory Control

## Military Service

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### **Branch: PA Army National Guard**

Service Country: United States

Rank: E-3

December 2015 to December 2018

Receive and stock bulk and package products, Issue and dispense bulk fuels and water from storage and distribution

facilities to using units, Select and submit samples to laboratory for testing, and Operate equipment used with petroleum and water distribution system and multiproduct pipeline system

## Certifications and Licenses

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### **Project Management Professional (PMP)**

February 2019 to Present

### **Forklift Certified**

December 2015 to Present

### **CPR/First Aid**

June 2019 to June 2021