

RICHARD J. WILFORD
221 Mohawk Ave.
Scotia, New York 12302
(518) 339-1906

OBJECTIVE: To obtain a challenging full-time position in a team working environment

EMPLOYMENT:

Walmart
Stock Clerk
Glenville, NY
February 2007 - Present

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.

Target Distribution Center
Warehouse Worker
Wilton, NY
March 2001 - August 2003

- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas with use of fork lifts, order pickers, pallet jacks and clamp trucks.
- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determined proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Kept records on the use and/or damage of stock or stock handling equipment.
- Examined and inspected stock items for wear or defects, reporting any damage to supervisors.

Superior Quality Products
Big Laminator Machine Operator
Scotia, NY
July 1999- March 2001

- Observed machine operations to ensure quality and conformity of filled or packaged products to standards.
- Adjusted machine components and machine tension and pressure according to size or processing angle of product.
- Tended or operated machine that packages product.
- Stopped or reset machines when malfunctions occurred, cleared machine jams, and reported malfunctions to a supervisor.

Stocked and sorted product for packaging or filling machine operation, and replenished packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, or labels.

Inspected and removed defective products and packaging material.

Cleaned and removed damaged or otherwise inferior materials to prepare raw products for processing.

Permacel
Slitter Machine Operator
1998

New Brunswick, NJ
July 1988 - September

- Set up and operated, machines that cut or sliced materials
- Stacked and sorted cut material for packaging, further processing, or shipping, according to types and sizes of material.
- Adjusted machine controls to alter position, alignment, speed, or pressure.
- Monitored operation of slicing machines to detect malfunctions or to determine whether supplies need replenishment.
- Removed defective or substandard materials from machines, and readjusted machine components so that products met standards.
- Maintained production records, such as quantities, types, and dimensions of materials produced.
- Monitored operation of slitter machines to detect malfunctions or to determine whether supplies needed replenishment.
- Helped write specifications for new products and upgrading specifications for the improvement of existing products

EDUCATION:

Center for Media Arts, New York City
North Brunswick Township High School, New Brunswick, NJ

Certification
Diploma

ACCOMPLISHMENTS:

Participated in development of new products

Participated in Suggestion Program to cut down on waste and save company money

MILITARY EXPERIENCE:

UNITED STATES AIR FORCE

Munitions System Specialist

Honorable Discharge

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