

Stefan Richardson

309 Cranston Way SE

Calgary, AB T3M 1K5

Phone Number: **(403)826-5405**

E - M A I L : S T E F A N . R . R I C H A R D S O N @ G M A I L . C O M

Highlight of Skills

Ten years of experience in Retail, Warehouse and Transportation

Strong MS Office skills

Excellent Oral and Written communication skills

Detail-oriented and responsible

Good analytical and problem solving skills

Perceptive and adaptable to changing situations

Six years of Supervisor experience

Strong interpersonal and team building skills

Excellent time management

Strong leadership and ownership

Forklift Certified

WHMIS and Safety Training attained

Fluent in English (spoken and written)

Education and Training

First Aid Certificate

June 2012

Canadian Red Cross

Calgary, Alberta

Wajax Forklift Instructor Certificate

November 2011

Wajax Equipment

Calgary, Alberta

Wajax Forklift Certification

November 2011

Wajax Equipment

Calgary, Alberta

Warehouse Safety/W.H.M.I.S

March 2011

Metro Canada Logistics

Calgary, Alberta

High School Diploma

2004

Dr. E. P. Scarlett High School

Calgary, Alberta

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Work Experience

Service Clerk

March 2015 -

Costco
Calgary, AB

- Assisting customers find and locate items
- Applying customers for the Costco credit card, answering any questions pertaining to the application process
- Loading and unloading carts
- Facility maintenance, including cleaning and organizing

Operations Supervisor

July 2013 – November 2014

Metro Canada Logistics
Calgary, AB

- Direct the efficient operation of the warehouse including shipping, receiving, sanitation, quality assurance, inventory control, safety and associate development
- Responsible for all product placement and allocation in the warehouse
- Created daily reports for management with specific order details, cost and customer information
- Used Microsoft Excel and Access to track and report on multiple items (500 or more items at one time)
- Able to prioritize multiple product orders for various customers (SCM, MacDonald's Consolidated, Sobeys)
- Identify and lead initiatives to improve operating efficiencies and reduce costs
- Develop relationships with counterparts, consumers and associates at all levels of the organization.
- Supervised, motivated, and evaluated performance for 20 employees
- Open and close the warehouse as required. Perform all safety and security tasks, i.e. Securing dock doors, alarms, etc.
- Highly skilled in resolving conflicts among co-workers
- Effective interpersonal communication skills, both verbal and written
- Demonstrated problem-solving and decision-making skills
- Worked flexible hours, including overtime and weekends
- Experience in using computerized timekeeping systems e.g. ITR Time Zone Web.
- Proficient at warehouse and data management systems e.g. Red Prairie and Delfour

Material Handling Equipment Instructor

November 2011 – November 2014

Metro Canada Logistics
Calgary, AB

- Train current employees, and new hires, the safe methods of operating material handling equipment throughout the company
- Evaluate potential new-hires forklift experience
- Recertify previously licensed material handling equipment operators

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Team Leader

April 2008 – August 2013

Metro Canada Logistics

Calgary, AB

- Ensure that staff are motivated, monitored and measured in line with company targets and performance standards
- Responsible for making sure any gaps in performance or quality are quickly identified and addressed
- Prepare daily workloads for staff
- Dealing with and resolving problems and issues which arise
- Mentoring and training up junior and new staff
- Implementing new initiatives

Forklift Operator

September 2005 – April 2008

Metro Canada Logistics

Calgary, AB

- Safely and accurately calculate, build and assemble customer orders to prepare them for delivery.
- Carefully load materials for delivery onto trailers
- Unload and stock incoming material from vendors
- Replenish racks using an upright reach

Laborer

July 2002 – September 2005

Express Personnel

Calgary, AB

- Assist in asbestos removal from older buildings
- Build office cubicles for new companies
- Removal of materials from demolition sites

Volunteer Experience

Prostate Cancer Canada

Father's Day Walk/Run

2011-2014

- *Raised money and participated in the 5K walk*

Canadian Breast Cancer Foundation

Terry Fox Run

2011, 2013, 2014

- *Raised money and participated in the 3K walk*

Kidney Foundation of Canada

2004 - 2014

- *Volunteer, Used Car Collections*

Kids Cancer Care Foundation

2004 - 2013

- *Annually raised money and shaved my head to help raise awareness for the Kids Cancer Care Foundation*

References available upon request