

Martin A Block

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Objective

To pursue a challenging position in an established company.

Skills

Self taught:

- Build personal computers from scratch.
- Troubleshoot general hardware problems with personal computers.
- General troubleshooting knowledge in Windows XP, 2000 and 98SE

Typing 55+ WPM

Data Entry 10,000 KPM

General use of Microsoft Word and Excel

General accounting practices working with balancing books

Employment History

November 2008 to Present

Misumi USA

Warehouse Employee

- Received product from third-party vendors for shipment accountability
- Sort received stock items and placed them in their appropriate locations
- Assembled catalog orders for shipment to requesting customers and sales representatives.

August 2008 to November 2008

Paige Personnel, Schaumburg, IL

Temporary Employee

- Misumi USA Corp (Elk Grove Village, IL)
 - Packed orders for shipment
 - Sorted orders received from freight shipment.
 - Picked stock for orders, ensuring proper item and quantity was picked.
 - Verify count of product picked prior to sealing.
 - Maintained cleanliness of work area's and warehouse.

March 2008 to June 2008

Adecco, Schaumburg, IL

Temporary Employee

- Riverside Publishing (Itasca, IL)
 - Assisted in the maintenance and operation of the OCE 372 and OCE 7400 in the print room
 - Separated orders as they come off the printers
 - Retrieved burned CDs from the RIMAGE CD burners and ran re-burns for defective CDs
 - Flagged orders set to be sent to QA/Expedites based off listing sent down
 - Familiar with the cleaning and minor troubleshooting of Roll Systems equipment
 - Rewrote the standard of procedure for the manual operation of the CD burners making it more user friendly

October 2007 to January 2008

Adecco, Schaumburg, IL

Temporary Employee

- Riverside Publishing (Itasca, IL)
 - Assembled and quality checked orders for shipment to clients ensuring shipment in a timely manner
 - Packed orders for shipment to clients

May 2007 to March 2008

Blockbuster Video Inc, Roselle, IL

Customer Service Representative

- Assisting customers with movie selection
- Checking out customers at Point of Sale
- Maintaining cleanliness of all sale floors and workspaces
- Ensure 100% check-in rate of returned product

April 2001 to April 2007

United States Air Force

Fuels Management Specialist

- Ensured delivery of clean and dry fuel to aircraft upon request
- Maintain acceptable response time from request to delivery
- Accounted for fuel gains and losses from issue to refill
- Maintained inventory of fuel 100,000 gallon to 1.5 million gallon tanks.
- Performed checks and operator maintenance on equipment used.

Education

Glenbard East H.S., Lombard, IL, 1996

Sheppard Technical Training Center, Sheppard A.F.B., TX, 2001

References

Provided upon request