

## WILLARD COEFIELD

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### Work Experience

**Company/Department:** Federal Express Corporation, Croydon PA

**Dates From:** 1995 **To:** 2009

**Job Title:** Jockie/Dock Worker

#### **Responsibilities**

- Assemble front and rear trailers according to weights for performance and stability during transit.
- Stage trucks for loading and unloading of goods according to scheduled departure.
- Transport goods to and from trailers via fork lift in order of departure

#### **Technical Skills and Systems Knowledge**

Fork lift operator; scheduler; road safety implementer.

**Company/Department:** Heucotech Corporation, Fairless Hills PA

**Dates From:** 1990 **To:** 1995

**Job Title:** Supervisor of the water based paint and ink department

#### **Responsibilities**

- Trainer
- Job assignment of department personnel
- Quality Control Lead responsible to monitoring the end product to meet predetermined requirements.
- Liaison between manufacturing and the lab to identify changes required to meet predetermined requirements.
- Departmental Payroll administrator
- Maintain a daily performance report on personnel within the department

#### **Technical Skills and Systems Knowledge**

Supervisor; Trainer and dispensed employee communications; Quality Control Lead; Payroll Administrator

**Accomplishments:** Promoted to Supervisor. Originally hired as a line attendant.

**Company/Department:** Pennwalt Chemical Company, Bensalem PA

**Dates From:** 1976 **To:** 1986

**Job Title:** Liquid & Dry Product Operator

#### **Responsibilities**

Staged materials for various wet and dry detergent and industrial cleaners to be produced  
Ran machinery required to produce finished wet and dry products.  
Provided finished product to Quality Control for approval of finished product  
Packaged finished products for storage and future allocation in warehouse.  
Transported packaged product via fork lift to the warehouse for future shipment.

#### **Technical Skills and Systems Knowledge**

Fork lift operator

**Company/Department: K-Mart Corporation**

**Dates From: 1986 To: 1989**

**Job Title: Warehouse Employee**

**Responsibilities**

Worked in shipping and receiving department

Load and unload trucks

Fork lift operation

**Technical Skills and Systems Knowledge**

Fork lift operator

**Education**

School : Mercer County Community College

City: Trenton

State: NJ

Country: USA

Degree: Associate Degree

Major: Liberal Arts

Completed Date: 1978

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School : Philadelphia Biblical University

City: Langhorne

State: PA

Country: USA

Degree: Bachelor of Science

Major: Theology

Completed or Expected Date: 2002

**Equivalent Work Experience or Other Relevant Training**

**Professional Licenses or Certificates**

Electrocardiography Technician Certificate 11/2009; PA State Certified 01/2010

Phlebotomy Technician Certificate 06/2010; PA State Certified 07/2010