

Alex Young

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#readytowork

Work Experience

Material Handler/Forklift Operator

Toyota material handling - Columbus, IN

December 2016 to Present

- Fast paced environment.
- Detail oriented.
- Trained to operate a reach truck and sit down fork lift.
- Maintained forklift operator license.
- Supply and keep materials flowing to the line for manufacturing
- Maintain a safe and productive working environment.
- Manage very heavy, large and "awkward" stock to put away and drive skillfully to avoid collision.
- Meet daily production goals.
- Moving materials and items from receiving or storage areas to shipping or to other designated areas.
- Wrapped skids in plastic wrap to keep materials together and stable.
- Lifting up to 60 lbs.
- Stacks skids or pallets in designated areas. Cleans up and disposes of scrap, cardboard, and strapping and places in proper containers or designated areas.
- Used forklifts to transport stored items from warehouse to production areas.
- Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Cross trained in multiple kitting areas with great diversity in part types.
- Trained to replenish employees who kit parts with the use of a reach lift/ sit down lift.
- Responsible for receiving and shipping product as per request and making sure product was put in correct location as it was received. I would drive a forklift to complete task.
- Trained other employees to successfully kit in their processes
- Being aware of pedestrian traffic and equipment traffic to ensure workplace safety
- Verify part numbers to maintain quality of product to customers that arrive at the factory line.
- Used a forklift to put away material into the proper storage locations.
- Use a banding tool to apply plastic straps to skids.

Mail Runner / Scanner operator /custodian

Sourcecorp - London, KY

February 2014 to July 2016

I Performed manual labor.

I Tagged containers.

I Moved materials on worksites.

I Moved materials by hand.
I Assembled product containers.
I Ensured a clean and safe working environment.
I Performed housekeeping duties.
I Maintained equipment.
I Followed all safety rules and regulations.
I Knowledge sets include Data entry software, Pallet jacks.
I Record numbers of units handled and moved, using daily production sheets or work tickets.
I Trained to operate a high speed document scanner.
I Counted the mail received.
I Operated a high speed envelope slitter/counter.
I Opened envelopes by hand.
I Performed cleaning maintenance on the document scanner.
Cleaned entire building such as sinks, restrooms, hallways, break rooms, walls, tables etc..
Ordered supplies when needed
Informed operations manager of issues when present

Education

High school or equivalent

Skills

- Forklift Operator (3 years)
- scissor lift operator (Less than 1 year)
- Warehouse
- Inventory Control
- Pallet Jack

Certifications and Licenses

Forklift Certified

December 2016 to February 2020

Reach truck certified

December 2016 to February 2020