

Andrea Sanders

Material Handler / Assembler - CUSTOM ASSEMBLY

Minneapolis, MN 55412

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(612) 384-3720

To use my managerial, problem-solving, and communication skills in a distribution or transportation occupation, that offers exposure to advancements, to benefit administration and company associates.

Work Experience

Material Handler / Assembler

CUSTOM ASSEMBLY - Brooklyn Center, MN

February 2018 to Present

Polaris-assembler; ATV, Rangers XP-1000 UTV, Sling-shots, scanning-parts, torque- suspension, moving-trailers, loading-trailers, unloading-trailers, forklift operator, securing vehicles, filing-paper-work, etc.

SKILLS DRIVEN, West Allis, WI USA 06/2016 - 12/2016

Material-Handler / Forklift-Certified

loading of semi-trailers by forklift, scanning freight loaded onto semi-trailers, cleaning loading- dock-area, making sure all semi-trailers have been cleaned before backing them into loading docks, making sure documents have been completed and signed, coordinating confidential information to administration- associates, Implementing safety procedures as required, assisting with the securement of loads, make sure deliveries are made on time, training of new associates,

DUNHAM EXPRESS - Saint Paul, MN

March 2015 to March 2016

Material-Handler / Forklift-Certified

loading of semi-trailers by forklift, scanning freight loaded onto semi-trailers, cleaning loading- dock-area, making sure all semi-trailers have been cleaned before backing them into loading docks, making sure documents have been completed and signed, coordinating confidential information to administration- associates, Implementing safety procedures as required, assisting with the securement of loads, make sure deliveries are made on time, training of new associates,

SEMI DRIVER

JB HUNT TRANSPORTATION - Lowell, AR

April 2011 to February 2013

Managed time efficient to ensure quality customer service's
Coordinated confidential data to administration
Implemented safety procedures
Minimized fuel usages that resulted in revenue increase for company

Assisted in the securement and unloading of carrier's freight
Accurately complete and maintain all forms and records legibly
Performing housekeeping duties to keep work area clean
Complying with safety regulations
Use required personal protective equipment
Immediately report safety hazards with equipment
Other duties as assigned.

LABOR ALL - Minneapolis, MN
January 2010 to April 2011

Material-Handler// Forklift-Certified

Managed time efficient to ensure quality customer service's
Coordinated confidential data to administration
Implemented safety procedures
Minimized fuel usages that resulted in revenue increase for company
Assisted in the securement and unloading of carrier's freight
Certified in operations of forklifts, electric-pallet-jacks, yard-trucks, bobcats, road-pavement-equipment, and platform-lifts
Accurately complete and maintain all forms and records legibly
Performing housekeeping duties to keep work area clean
Complying with safety regulations
Use required personal protective equipment
Immediately report safety hazards with equipment
other duties as assigned. (manufactory ; assembly-lines, staging and packaging)

SEMI DRIVER

TOP GRADE TRUCKING - Minneapolis, MN
September 2007 to January 2010

Managed time efficient to ensure quality customer service's
Coordinated confidential data to administration in regards
Implemented safety procedures
Minimized fuel usages that resulted in revenue increase for company
Assisted in the securement and unloading of carrier's freight
Certified in operations of forklifts, electric-pallet-jacks, yard-trucks, and platform-lifts
Accurately complete and maintain all forms and records legibly
Performing housekeeping duties to keep work area clean
Complying with safety regulations
Use required personal protective equipment
Immediately report safety hazards with equipment
Other duties as assigned.

SECURITY OFFICER

BROOKFIELD PROPERTIES - Minneapolis, MN
September 2005 to December 2009

Performed nightly shift patrols
Conducted investigations that resulted in apprehension of suspects
Instructed and trained new associates in company operations
Implemented safety issues to administration that resulted in policy changes

Coordinated confidential data from administration to the property tenants

Education

Audio Engineering

Mississippi Valley State University Itta - Valley, MS
1992 to 1993

Skills

TRAINING (1 year), PROBLEM-SOLVING (Less than 1 year), TIME MANAGEMENT (Less than 1 year)

Additional Information

SKILLS

I am very proficient in time management, working well with other to meet employer's expectations. I am very proficient when it come to training-associates, problem-solving and showing leadership when interacting with other company associates