

# Charles Cooper

## **Forklift Operator / Warehouse**

Minneapolis, MN

- Email me on Indeed: <http://www.indeed.com/r/Charles-Cooper/09ef9d26d6975d77>

## Work Experience

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### **Forklift Operator / Warehouse**

Premium Waters - Minneapolis, MN

2016 to 2019

- Examined contents and compared with records, such as manifests, invoices and orders, to verify accuracy of incoming and outgoing shipment
- Requisitioned and stored shipping materials and supplies to maintain inventory of stock using forklift
  
- Conferred and corresponded with establishment representatives to rectify problems, such as damages, shortages and nonconformance to specifications

### **Forklift Operator / Production**

Goodwill Easter Seals - Brooklyn Park, MN

2015 to 2016

- Delivered and routed materials to departments, using work devices, such as forklift, hand truck, conveyor and sorting bins
- Requisitioned and stored shipping materials and supplies to maintain inventory of stock using forklift
  
- Determined shipping method for materials, using knowledge of shipping procedures, routes and rates

### **Forklift Operator**

Ranstad Staffing / Shipping & Receiving - Brooklyn Park, MN

2014 to 2015

- Prepared documents, such as work orders, bills of lading and shipping orders to routed materials using forklift
- Recorded shipment data, such as weight, charges, space availability and damages and discrepancies, for reporting, accounting and record keeping purposes
- Computed amounts, such as space available and shipping, storage and Operated forklift

## Education

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### **Diploma**

The Cosmopolitan Prep School / High School - Minneapolis, MN

## Skills

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- Forklift
- Warehouse
- Shipping
- Inventory Control
- Forklift Operator
- RF scanner
- Pallet Jack
- Shipping And Receiving

## Certifications and Licenses

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**Certified Forklift Operator**