

Charles Hoffman
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Objective: To obtain a warehouse position. Proven record of leading warehouse workers in meeting their assigned goals. Exceptional problem resolution skills and a sound ability to smoothing out warehouse/production operations.

Skills:

- **Inventory control**
- **Supervision and training**
- **Cross functional team management**
- **Shipping & Receiving**
- **Skilled truck and lift driver**
- **Exceptional Prioritization skills**
- **Former Commercial Driver**

Professional Experience:

J.M. Smuckers 2900 Peak Ave. Longmont CO. 11/19 to 2/26

- **Shipping Receiving**
- **Forklift operator**
- **Inventory control including bulk materials**

Circle Graphics 120 9th Ave. Longmont CO., 11/17 to present

- **Earned full time position**
- **Reputation as punctual and reliable**
- **Developed skills on stand up forklift**

Hartford Electric: P.O. Box 236 Hygiene CO., 7/14 to 2/16

- **Developed mechanical and electrical skills**
- **Extensive knowledge of residential and commercial wiring**
- **Earned reputation as having exceptional customer service skills**

Prairie Mountain Publishing (Daily Times Caller)

350 Terry St. Longmont, CO. 80301 7/01 to 10/13

- **Supervised all warehouse operations with four employees**
- **Organized deliveries and bulk mailings**
- **Assigned duties to all warehouse personnel**
- **Scheduled preventive maintenance on all warehouse equipment**
- **Worked my way up from entry level to supervisory role**

Education:

- **Saint Petersburg College A.S. Degree of Real Estate**
- **Boca Ciega High School, Graduate**