

CHARLES BROOKS

3300 s. Tamarac Dr. #m103, Denver, CO 80231 • Home: 720-485-3107 • Cell: 720-353-8661 •

cpbrooks250@gmail.com

Professional Summary

I am someone who is Highly energetic, outgoing and detail oriented. I also can handle multiple responsibilities, simultaneously while providing exceptional customer service. Warehouse product coordinator with 4 years of experience, including in forklift operation.

Skills

- OSHA standards
- Forklift operation
- Troubleshooting
- Deadline-driven
- Material handling
- Team leader
- Hard working and self-motivated
- Inventory management
- Organized
- Current Forklift Certification
- Safe driver
- Proficient in MS Office
- Innovative
- Fast learner
- Analytical thinker
- Flexible schedule

Work History

Assembler, Material Handler/Fork Lift Operator., 05/2016 to 07/2017

Eaton Lighting – Aurora, Colorado

- Worked directly with James Mahon in Neo-Ray to achieve soldering and electrical assembly .
- Supported managing Operating Officer with daily operational functions.
- Obtained documents, clearances, certificates and approvals from local, state and federal agencies.

Logistics Team Member, 11/2014 to 02/2016

Target Corp – Denver, Colorado

- Mastery of customer service management systems and databases.
- Managed customer calls effectively and efficiently in a complex, fast-paced and challenging call center environment.
- Referred unresolved customer grievances to designated departments for further investigation.
- Managed high call volume with tact and professionalism.

- Acted professionally and patiently when addressing negative customer feedback.
- Met or exceeded service and quality standards every review period.

Sporting Goods Associate, 04/2014 to 06/2015

Walmart Supercenter – Lakewood, CO

- Marked clearance items with Updated tags.
- Processed all sale items accurately, in a timely Fashion.
- Built and maintained an effective relationship with peers and upper management.
- Stocked shelves and carried merchandise out to the floor for customers.

Education

High School Diploma: 1984

Southfield-Lathrup H.S. - Lathrup Village, Michigan