

**Charles Calhoun**  
435 University Avenue East  
Saint Paul, Minnesota 55101  
(651) 313-0256

**Summary of Qualifications**

- Open to learning new things
- Lift Truck Certified
- Flexible and dependable
- Highly motivated self-starter
- Works well in a team setting
- Customer Oriented

**Relevant Experience**

**Production**

- Worked in team setting to meet quota of folding and packaging Mylar balloons and posted totals
- Monitored product for exact size to be placed into packaging and removed/replaced damaged product
- Maintained supplies and restocked assembly bins with necessary materials to complete daily goals
- Consistently exceeded daily quotas and maintained standards of excellence in performance and team work
- Unpacked and examined incoming shipments, rejected damaged goods, recorded shortages, and corresponded with shipper to rectify damages or shortages
- Assembled, packaged product, and prepared completed orders for shipment
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels
- Inspected and removed defective products and packaging material

**Forklift Operator**

- Examine contents and compare with records such as manifests, invoices, or orders to verify accuracy
- Safely move shipments and products around the warehouse or facility to ensure timely and complete delivery
- Manually or mechanically load or unload materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles
- Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas
- Weigh materials or products and record weight or other production data on tags or labels
- Perform routine maintenance on vehicles or auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank

**Building Maintenance**

- Used tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices
- Performed routine preventive maintenance to ensure systems operate efficiently and building does not deteriorate
- Filled cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives
- Applied primers, paint, stain, varnish, enamel, or other finishes to equipment, buildings, bridges, or other structures, using brushes, spray guns, or rollers

**Employment Experience**

**Production**

MINNCOR Industries Saint Paul, MN

2014-2016

**Education**

**Forklift Certified**, National Safety Council  
**Certificate**, Building Maintenance, Ivy Tech  
**HS Diploma**, Theodore Roosevelt High School,

Saint Paul, MN  
Gary, IN  
Gary, IN

**References Available Upon Request**