

# Craig Oakgrove

## **Forklift Operator**

Burnsville, MN

- Email me on Indeed: <http://www.indeed.com/r/Craig-Oakgrove/5531efbb620be289>

- Warehouse industry professional with 18 plus years of experience working in quality assurance, shipping and receiving including as forklift operator, and lead position.
- Forklift certified and RF scanner trainer.
- Self-motivated individual, who works well on a team, can lead an operation and also work independently.
- Extensive experience using stand up, sit down, and also reach forklifts including Toyota, Clark, and Raymond lifts - electric and gas powered lifts. Also cherry pickers single and double rider jacks.
- Honest worker with integrity with a strong desire to complete projects once started.

## Work Experience

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### **Forklift Operator**

Aerotek - Lakeville, MN

July 2015 to December 2015

Responsible for taking pallets of finished goods off the conveyer belt using forklift and RF scanner to be put in locations. Picked pallets and used (FIFO) first in first out to be put in the staging area to be picked for transportation to various customer locations. Pulled parts from staging area and loaded them onto the trucks. Received incoming raw goods and inspected the condition/quality. Kept work area clean at all times.

### **Forklift Operator**

Legendary Baking - Chaska, MN

October 2013 to March 2015

Prepared orders for the next day using RF scanners. Followed FIFO on all products except packaging. Resupplied the lines to ensure a continuous work flow. Safely drove the forklift throughout the building. Responsible for driving a 26 foot truck from one building to the other to deliver goods. Followed SQF.

### **Merchandise Lead**

Group O Inc - Mendota Heights, MN

October 2011 to 2013

Was hired in shipping and receiving and was promoted to the lead. Set schedule for all shifts in my area. Contacted and scheduled 50 temporary employees in a week. Handled all the paperwork for area/crew. Served as a customer liaison to assure everything is in order to his specifications. Took care of any discrepancies that may arise. Printed out labels using Word and Excel. Met the deadlines each week Ensured quality of the parts going out. Operated a cherry picker.

### **Warehouse Worker**

Spherion Staffing - Richfield, MN

November 2009 to October 2011

Packed, sealed, labeled and affixed postage to prepare items for shipment. Operated a forklift and cherry picker. Examined contents of shipment to compare for accuracy. Recorded shipment data.

### **Quality Assurance Inspector**

Dichtomatik Americas - Shakopee, MN

November 1999 to April 2007

Started out as stocker and learned every aspect of the warehouse. Was promoted to receiving/Quality in charge of all incoming shipments and inspection that came into the warehouse. Responsible for all areas of shipping and all domestic carriers. Familiar with operating stand up and sit down forklifts, manual and electric pallet jacks. Experience in picking and packing orders. Processed incoming shipments before they were released to receiving.

Inspected each new part per the print or drawing to ensure products met specifications.

Maintained inventory records. Performed final inspections using calipers and microvu machine.

Worked closely with management on concerns with parts that failed inspection in order to determine a solution to fix the problems that would occur. Proficient in Word, Excel, and Internet Explorer. Trained new shipping personal.

## Education

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**Some college**

## Skills

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- Customer Service