

Donald Lemaster

Forklift Operator

Pierce, CO 80650

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WORK EXPERIENCE

Forklift Operator

Owens Illinois - Windsor, CO - 2005-12 - 2017-03

- Receive and count stock items, and record data manually or using computer.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Provide assistance or direction to other stockroom, warehouse, or storage
- Recommend disposal of excess, defective, or obsolete stock
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Determine proper storage methods, identification, and stock location
- Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents to assess supply needs.
- Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
- Determine sequence and release of back orders according to stock availability.
- Purchase new or additional stock, or prepare documents that provide for such purchases.

EDUCATION

High School Diploma

Southeast High School - Yoder, WY