

Garland Guest

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I am seeking a full time Warehouse/Material Handler/ Forklift Operator

I am very interested in a warehouse position that allows me to use my years of indoor and outdoor yard experience.

Summary of Skills and Qualifications

Certified Forklift and Pallet Jacks- 18 years experience with both

General Warehouse Experience - 20 years

Computer Literate – 17 years experience: Microsoft Office and Email

On Line Shipping Programs- 15 years experience: Fed Ex, UPS and International DLH

Time Management Skills – Ability to prioritize and use time effectively

Quality Control – Maintained exceedingly high quality control in all areas

Fleet experience – Experienced box truck driver with manual transmission

Shipping and Receiving -UPS/ Fed Ex, load and unload trucks, computer log, truck freight quotes

Inventory – Inventory control, order pulling, packing, cycle counts, shipping and return items

Dependability – On time and seldom miss work due to illness, strong work ethic,

Clean Driving Record - accident free since 1994

Outdoor Yard Experience- 7 years experience, capable of working in all weather conditions

Flexible with working hours, overtime OK and adaptive with working conditions

Employment History

Warehouse/ Fork Lift Operator

April 10, 2013 to current: The Dillon Company Inc. 3930 Cook Street, Denver Colorado 80205

The owner at my current employment is not aware I am looking for a new position therefore I did not provide a phone number.

Daily use of forklift

Pulling and packing for UPS and customer pick up

Pulling and staging for client pick up

Loading and unloading flat bed and box trucks

Re-organized yard for better placement of products

Suggested current outside storage for expansion of current and incoming new inventory using shipping containers

Received bonuses for outstanding work ethic and positive attitude

Recent re-certification for Forklift Operator

Ability to work in both independent and team situations

Warehouse Supervisor/ Fork Lift Operator

September 15, 2002 to December 31, 2012: Amazing Recycled Products, Inc. Denver
Merchandise Mart Suite 1430 451 East 58th Ave. Denver, Colorado 80216 Phone: 303-699-
7693 Fax: 303-699-2102

Daily use of Forklift

Oversee small warehouse and inventory for a business to business company
Work within tight deadlines with high quality control and critical on- time delivery
Daily shipping with UPS and Fed Ex on-line
Deliveries and pick-ups to both clients and vendors
Arrange over the road transportation, pick up at truck terminal
Prepare boxes for fragile shipping and shrink wrap pallets
Daily interaction with clients via phone, computer and at the client's facility
Assist with accounting, answering phones and other general tasks assigned
Trade show assistance, set up and sales
Team player who does whatever necessary to be sure the client's needs are met.

*Reason for leaving: business closed their doors. The owner may be reached at 720-375-0459.
Her name is Mary Jarrett that is her day number.*

Education and Training:

High school – diploma
Advanced fork lift training and certification

Honors and Acknowledgements

Acknowledged by truck drivers for being one of the best forklift drivers they have ever seen.
Received best employee award 5 years in a row
Acknowledged for being to work on time even in bad weather
Acknowledged for staying late on short notice when needed
Given Company Bronco Tickets for finding important mistake

References available upon request