

DONALD J. HATFIELD

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SUMMARY

Over thirteen years of experience in distribution and fulfillment for clients such as Miller/Coors, 7-Eleven, Beringer Wine and Polaris. Operated all equipment used in warehouse environment including forklift, order-picker and reach lift. Four years shipping experience. Hard worker, accurate, detail oriented and works well with others.

PROFESSIONAL EXPERIENCE

INTEGER, Lakewood, CO

1996-2009

Warehouse Operative

- ◆ Package materials properly for shipping by UPS or freight.
- ◆ Maintain inventory worth up to \$3 million.
- ◆ Fill in when needed in shipping.
- ◆ Comfortable using computers for shipping and inventory control.
- ◆ Manager and oversee kitting operations.
- ◆ Proficient in Excel, Word and Inventory Control Systems.
- ◆ Operate office equipment, such as copier, fax, computer and calculator.
- ◆ Operate and maintain all warehouse equipment such as forklift, reach lift, order picker, banding machines and shrink wrapping machines, all in accordance with OSHA requirements.
- ◆ Unload incoming and outgoing freight daily.
- ◆ Responsible for incoming receiving and inspections.
- ◆ Input receiving data into inventory system.
- ◆ Process orders to ensure they are accurate and complete.

EDUCATION

Westminster High School, Westminster, CO

CERTIFICATIONS

Certified Fork Lift Operator