

# JASON W. ZEMEK

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## Objective

My objective is to acquire a challenging position with a safe and progressive organization that will utilize my experience, education and skills for productive work and advancement based on achievement.

## Professional Summary

Dedicated professional with 12+ years of diverse experience and training in the field of Industrial Operations. Proven adaptability to both structured and unstructured situations with the ability to quickly comprehend and excel. Extremely reliable and safety conscious with solid experience in warehouse operations to include loading and unloading trucks; shipping and receiving; order picking / packing; staging and stocking. Excel at accurately labeling freight, monitoring inventory, calculating and verifying quantities, and using computers to maintain records and track shipments within high-volume warehouse environments. Proficient in the use of pallet movers, standup forklifts, swing-reach trucks, and order pickers; troubleshoot breakdowns and call for repairs. Readily support new processes and promote team-oriented environment to enhance productivity, build morale, and control costs.

## Core Competencies

Regulatory Compliance	Process Improvement	Operational
Training & Coaching	Project Management	Productivity
Troubleshooting & Analysis	Mechanical Maintenance	Interpersonal Skills
		Report Development

## Professional Background

*Night Shift Lead*, Animal Supply Co. – New Hope, MN 2012 – 2016

Prepared and processed a wide variety of shipments; pull and package merchandise. Operated forklift, pallet mover, swing-reach truck, and picker to transport, stage, and store freight. Loaded and unloaded trucks, performed cycle counts, and utilized computer to track shipments and inventory. Coordinated warehouse operations to support internal and external customers; informally train new team members. Ensured compliance with environmental health, safety, and corporate regulations. Documented distribution flow, prepared mailing labels, and tracked shipments using proprietary database; ensured timeliness and accuracy. Recorded, monitored, and reported inventory levels to warehouse supervisor. Pulled and packaged large volume of shipments daily and recorded weight; compiled and organized documentation for management.

*Roll Tender*, RR Donnelley – Maple Grove, MN 1996 – 2009

Assisted maintenance personnel in troubleshooting and conducting repairs to press. Played a key role in streamlining daily business processes and increasing productivity levels to ensure operational efficiency. Collaborated with the press operators and other assigned Press Assistants in the preventative maintenance of the presses. Adhered to and promoted all safety policies and procedures including, but not limited to the proper handling of hazardous waste, lock out - tag out rules, and hearing and eye protection policies. Rolled paper into loading position on automatic splicer, inserted shaft of automatic splicer through roll core, secured holding chucks of automatic splicer to shaft ends, and threaded paper through press components to prepare press for printing. Prepared the press for a

run by verifying job specifications and setting up the press accordingly. Inspected the fountain solution, inking systems, rolls of paper, and the mechanisms related to the reels. Applied adhesive strip to backup roll and inserted backup roll onto automatic splicing unit of press to prepare paper for automatic splicing. Utilized heavy machinery including forklift to maintain and restock press.

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### **Educational Background**

*High School Diploma, Iron Dale High School, New Brighton, MN (1993)*

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### **Certifications & Training**

- Sit-down Forklift Certification
- Stand-up Forklift Certification
- Powered Pallet Jack Certification