

Jay Ernst

855 West 7th Avenue ● Saint Paul, Minnesota 55102 ● 763-202-4769

Summary of Qualifications

- Lift truck certified
- Pays attention to detail
- Flexible and dependable
- Works well in a team setting
- Results oriented
- Responsible & Dedicated

Relevant Experience

Warehouse Worker

- Received and counted stock items; recorded data manually or using computer
- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses, or storage yards
- Stored items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas
- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Determined proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities
- Kept records on the use and/or damage of stock or stock handling equipment
- Examined and inspected stock items for wear or defects, reporting any damage to supervisors

Forklift Operator

- Manually or mechanically load and unload materials from pallets, skids, platforms, cars and other lifting devices
- Positioned lifting devices under, over, or around loaded pallets, skids, and boxes, and secure material or products for transport to designated areas
- Inspected load for accuracy, and safely moved around warehouse or facility to ensure timely and complete delivery
- Moved levers and controls that operated lifting devices, such as forklifts, lift beams and swivel-hooks, hoists, and elevating platforms, to load, unload, transport, and stack material

Industrial Equipment Operator / Production

- Assembled, packaged product, and prepared completed orders for shipment
- Attached identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations
- Stock and sort product for packaging or filling machine operation, and replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels
- Positioned lifting devices under, over, or around loaded pallets, skids, and boxes, and secured material or products for transport to designated areas
- Weighed materials or products, and recorded weight and other production data on tags or labels
- Performed routine maintenance on vehicles and auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank

Employment Experience

Warehouse Specialist
2019- Present

Minncor Industries, Roseville, MN

Order Filler 2015	Supervalu, Hopkins, MN	2015-
Order Filler/Forklift Operator 2012-2014	Consolidated Recourses	
Sales	Victoria Secret,	2012-2012
Order Filler/Stock	Johnson Liquor	2008-2012

Education

Forklift Certified 2019	National Safety Council, Saint Paul, MN	
General Education Diploma	MN Department of Education, Roseville, MN	2006