

# Jennifer Graham

**Hard dedicated honest reliable responsible worker**

Denver, CO 80205

[jenngraham01@gmail.com](mailto:jenngraham01@gmail.com)

+1 720 709 0436

To gain employment with an organization I can utilize the skills I have and learn more. Hardworking, honest employee who can adapt to many environments setting.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Warehouse Associate**

Prologistics - Denver, CO

March 2017 to Present

Warehouse, Audit, Load/Unload Trucks

Temporary Agency

Audit and identify flaws on merge to dispose.

Load trucks for delivery.

Make sure outgoing paperwork is complete and done.

### **Repack**

ABC Beverage Company - Albuquerque, NM

August 2018 to November 2018

Warehouse

Temporary Agency

Received 12 plus pallets of beverages to examine.

Audit and identify flaws on merch to dispose.

Repack, load trucks, for delivery.

Create labels.

### **Volunteer**

Better Way Program - Albuquerque, NM

March 2017 to March 2017

Skilled Laborer

Clean worksite, pull weeds.

Pick up litter, trash, work where she is needed,

Operate and use manual hand tools shovel, rake, weed whacker.

Complies with rules of program, team work.

### **Job Coach**

Center for Function & Creativity - Albuquerque, NM

November 2016 to March 2017

Maintained a caseload from 20 - 30 clients in care taking.

Assisted individuals with disabilities at their employment.  
Professionally communicate with clients, co workers.  
Progress notes, data sheets, indent reports and monitored overall.

### **Banding/Forklift**

Angel Board - Denver, CO

August 2014 to April 2015

Temporary Agency

Forklift/ Banding

Help operate machine that produces & fabricates angel boards needed for packing.

Made sure that the machine operates and function and completed all orders.

Prepare, package categorize, and ship orders.

## Education

---

### **Diploma**

Emily Griffith Opportunity School - Denver, CO

2000

## Skills

---

- Packaging
- Fabrication
- Microsoft Word
- Manufacturing
- Reach truck
- Machining
- Load & unload
- Forklift
- Materials handling
- Pallet jack
- Freight
- Quality inspection
- Order picking
- Shipping & receiving
- Developmental disabilities experience
- RF scanner
- Warehouse experience
- Computer operation
- RF scanner
- Forklift

## Languages

---

- English - Expert

## Certifications and Licenses

---

### **Certified Forklift Operator**

June 2022

## Additional Information

---

Relocating to Denver Colorado for safety reasons due to Domestic Violence.