

Jeremy Carlton

Forklift Operator

Thornton, CO 80229

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6785921504

Experienced Forklift Operator

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Forklift Operator/Material Handler

HD Supply - Forest Park, GA

January 2018 to 2020

Unloading loading trucks putting product away pulling product for customers orders

Forklift Operator

Inalfa Roof Systems - Acworth, GA

April 2018 to August 2018

I unloaded and loaded trucks

Took product to assembly line

Forklift Operator

Royal Food Service, Inc - Atlanta, GA

April 2017 to March 2018

Put product in the slots using reach truck and stand up lift

Pulled order using electric pallet jack

Forklift Operator

La Chiquita Tortilla - Atlanta, GA

January 2016 to March 2018

Inspected cargo for count accuracy.

Completed inventory cycle counts as needed.

Placed loads in the optimal manner to maximize efficiency of work.

Removed orders from storage, wrapped and staged for shipments.

Unloaded trucks and rail cars and moved materials to staging area.

Moved pallets of merchandise using electric forklifts and electric pallets.

Located proper slots on storage racks and set pallets in place with forklift.

Completed daily forklift safety checklists.

Changed out forklift batteries and connected batteries to a battery charger.

Created drop list of merchandise for placement in aisles.

Wrapped pallets in plastic wrap and attached merchandise tags.

Received cargo by lifting and moving it using hand trucks and pallet jacks.

Maneuvered forklift safely in congested and confined areas.

Communicated with floor managers to determine merchandise placement.
Monitored the area for pedestrian and vehicular traffic while operating forklift, sweeper and baler.
Loaded, transported and stacked materials.
Checked accuracy of merchandise signs.

Certified Forklift Operator

Abs American Building Supply Inc - Atlanta, GA
March 2013 to January 2016

Moved pallets of merchandise using electric forklifts and electric pallets.
Located proper slots on storage racks and set pallets in place with forklift.
Completed daily forklift safety checklists.
Coordinated with other lift truck drivers and production personnel to process orders efficiently.
Stacked merchandise on both partial and full pallets and removed empty pallets from sales floor.
Created drop list of merchandise for placement in aisles.
Wrapped pallets in plastic wrap and attached merchandise tags.
Received cargo by lifting and moving it using hand trucks and pallet jacks.
Maneuvered forklift safely in congested and confined areas.
Loaded, transported and stacked materials.
Inspected items for damage and performed temperature and quality checks.
Unloaded and stacked materials by raising and lowering lifting devices.
Unloaded cartons from pallets and filled storage racks with cartons.
Removed plastic and straps from pallets to facilitate unloading.
Filled propane tanks, checked valves and performed other routine equipment maintenance.
Examined shipments for quality and accuracy.
Kept accurate records of all incoming and outgoing shipments.
Placed overstocked items in temporary storage.
Manually counted the Number of picked and packaged orders for any loss.

Truck Driver/Forklift Operator

EPE USA - Forest Park, GA
January 2010 to March 2013

Transported deliveries locally and over the road.
Safely loaded and unloaded deliveries according to size of load and content description.
Managed discrepancy documentation for incoming shipments.
Submitted all delivery documentation in a timely manner.
Maintained a daily, legible DOT log book and submitted corresponding documents.
Completed basic maintenance such as minor repairs to keep vehicle neat and running properly.
Reported all accidents, damage and malfunctions involving company equipment to management.
Pushed and pulled dollies into place and cranked lever to raise and lower landing gear on semi-trailers.

Inspected the truck for defects and safe operating condition before, during and after trips.
Checked shipping papers to determine the nature of load and checked for the presence of hazardous materials.
Operated delivery vans in accordance with company safety policies and procedures.
Established and maintained excellent customer relationships.
Answered customer questions regarding delivery promptly and accurately.
Loaded and unloaded freight to assure safety and minimize risk of damage and dangerous conditions.
Invoiced, collected monies due and settled accounts each day.

Moved, positioned, connected and disconnected converter dollies.
Picked up and transported waste safely according to all federal, state and local rules and regulations.

Landscaper and Groundskeeper

Big Blue Sky - Stockbridge, GA
April 2011 to September 2012

Provided outstanding customer service.
Accurately read, understood, and carried out written instructions.
Cleaning gutter
Cutting grass using zero turn, walk behind, riding mower
Laying sod
Blowing leaves
Grading using bobcat

Forklift Operator

TCI Tire Center - Ellenwood, GA
April 2004 to April 2009

Completed inventory cycle counts as needed.
Transported goods between warehouse locations according to shipment and storage needs.
Operated all loaders, hand trucks, forklifts and cranes in a safe and efficient manner.
Placed loads in the optimal manner to maximize efficiency of work.
Removed orders from storage, wrapped and staged for shipments.
Updated computer tracking systems to document movements.
Inspected equipment for defects and performed repairs or maintenance tasks.
Checked items against documentation for accuracy.
Worked in a team environment to maintain high levels of productivity.
Unloaded trucks and rail cars and moved materials to staging area.
Moved pallets of merchandise using electric forklifts and electric pallets.
Located proper slots on storage racks and set pallets in place with forklift.
Completed daily forklift safety checklists.
Stacked merchandise on both partial and full pallets and removed empty pallets from sales floor.
Created drop list of merchandise for placement in aisles.
Inspected items for damage and performed temperature and quality checks.
Unloaded and stacked materials by raising and lowering lifting devices.

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Education

High School Diploma

Penn Foster High School - Scranton, PA
2007

Skills

- Forklift

- Forklift Driver
- Reach Truck
- Reach
- Warehouse Associate
- Pallet Jack
- Shipping Receiving
- Shipping
- UPS
- Logistics
- RN
- Shipping And Receiving
- Inventory Control
- Warehouse
- Microsoft Word
- RF scanner
- Forklift Operator
- Excel
- Cherry Picker

Certifications and Licenses

Forklift Certified

January 2018 to January 2022

Certified sitdown Forklift

Certified Standup Forklift

Certified Reach Truck

Certified electric pallet Jack

Certified Cherry picker

Certified slip sheet

Certified Clamp

Driver's License

November 2014 to February 2023