

Kathleen Stensrud

Loveland, CO 80537

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Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Assistant II

Boulder Scientific Company - Mead, CO

July 2022 to Present

Completed DGI online training for IATA, IMDG and DOT. BSC forklift certified. Verify contents of boxed deliveries according to pack slips. Enter correct PO# and information into Chempax. Communicate with purchasing and accounting in a timely manner to resolve discrepancies. Offload and receive raw material into inventory. Create labels when needed and attach to correct product container. Deliver shipments to correct recipients. Operate forklift to offload cylinders and pallets from trucks. Assist shipping when needed including loading freight, placarding and labeling and creating BOL's. Maintain a clean workspace. Communicate by phone and email in a timely manner. Work with outside truck drivers in a respectful manner. Crouch, bend and lift heavy objects when needed. CDL Class B, automatic, hazmat endorsement

Mold maker

SAV Wax Pouring and Molds

June 2002 to November 2021

Mold maker, customer service

Education

High school diploma

Skills

- Communication skills
- Time Management
- Customer Service
- Organizational Skills
- Computer Operation
- English
- Forklift
- Order Picking
- Materials Handling
- Shipping & Receiving

- Load & Unload
- ERP systems
- Hazmat (1 year)
- Driving
- Computer skills
- Freight
- Forklift
- ERP systems

Certifications and Licenses

Forklift Certification

CDL B

September 2023 to Present

Automatic, Hazmat endorsement

Air Brake Endorsement

September 2023 to Present

Hazmat Endorsement

September 2023 to Present

CDL

Driver's License