

Katrina Wood

Warehouse/ Receiving/ Forklift Operator/Assembler/Manufacturing

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Authorized to work in the US for any employer

Work Experience

Warehouse Associate/Forklift Operator

Home depot distribution center /FDC - Mead, CO

May 2023 to Present

- Inbound receiving of product.
- Unload flatbed trucks and trailers, move material within the facility and from the loading platform or trailer by carrying, pushing, rolling or operating hand trucks, different variety of forklifts, or other material handling equipment.
- Safely operate forklifts or other machinery in order to complete tasks such as loading, unloading, sorting, staging, and transporting products.
- Pull customer orders and consolidate with banding, wrapping, and strapping materials.
- Move product using a RF scanner and put away in proper location and stacking at safe height.
- Read documents such as vendor packing slips, carrier shipping documents, UPC labels, and receiving documents.
- Build and wrap pallets of products that meet safety and efficiency requirements.
- Pick products for orders and stage products for shipping.
- Check labels on products to ensure that they are applied correctly.
- Ensure products are scanned appropriately.
- Ensure that customer orders are picked and packed correctly.
- Verify that the information on paperwork such as vendor packing slips matches the product that is received from vendor or loaded outbound.
- Attend and participate in meetings.
- Complies with Reasonable Expectations or other performance goals set for the day.
- Cross trains on other jobs assigned.
- Provide support to other teams as necessary.
- Follows all work policies and guidelines.
- Cooperates with Associates, Supervisors, and Managers, and complete work activities as assigned.
- Ensures that product is stacked safely on pallets and in trucks.

Warehouse Parts Technician

Cummins - Henderson, CO

July 2019 to May 2023

- Checking in and putting away freight in proper location.
- Receiving FedEx/UPS and allocating work orders with back ordered parts.
- Shipping of orders and freight.
- Cycle counting/ Inventory

- Load/ Unload/ Move engines
- Identify and process cores for return to the MDC
- Checking equipment to make sure it is in proper working condition.
- Using One BMS system.
- Creating work orders and pulling parts for components.
- Bin Maintenance for parts
- Finding a location for parts with no location
- Inventory transfer updating in BMS system
- Forklift certified & TXH400 (Big Red) certified.

Material Handler II/Shipping Lead

Blue Mountain Arts - Boulder, CO

September 2005 to June 2019

- Oversee everyday shipping line day to day operations
- Support Shipping Supervisor in all aspects of shipping line
- Scheduling and managing labor
- Review and manage error report
- Oversee special account orders
- Cross Training and coaching of line personnel
- Ensure all orders are filled and processed in a 48-hour time span
- Pick, check, pack, meter orders in a timely matter
- Forecasting kits for upcoming orders
- Communicate with warehouse personnel on stocking needs
- Oversee Large International orders
- Work with Excel Spreadsheet/product manifest/ SLI/ BOL
- Advanced Shipping Notices
- Communicate with Freight Forwarders/ Schedule Pickups

Laborer

M&M Underground - Englewood, CO

August 2005 to September 2005

- Worked as a Sub-contractor for Qwest burying phone lines.
- Digging trenches to lay phone lines and bury.
- Hooked up phone line to SNI and PED.
- Also did repairs with splice kits.

Assembler

Express Employment Professionals - Longmont, CO

July 2005 to August 2005

- Assembled car top parts for AFT (Advanced Forming Technology).
- Used presses and trim machines.
- Assembled parts, stamped, and packaged car top parts for corvettes.

Cell Tester

Spherion - Tucson, AZ

August 2004 to March 2005

- Worked through Spherion at Global Solar helping make Solar Panels for Military.
- Trained in the process of making solar panels, "surface mount" soldering onto military fabric.

- Completed training of assembly on solar panels, cell tested of solar cells, tested for intensity and placed in proper trays.

Customer Service/Cashier

Walmart - Longmont, CO

November 2002 to July 2004

Transferred to Plainfield, Indiana

- Ensure good customer service.
- Operate register equipment, handheld terminal, and use other assigned tools.
- Follow established company guidelines.
- Scan, deactivate, and bag merchandise, box layaway purchases, put merchandise into and take out of bins and other designated layaway areas correctly, efficiently, and safely.
- Accept tender from Customers in all forms and make/count back correct change.
- Maintain Customer confidentiality.
- Started off in layaway, to cashier, to housewares as a sales associate, moved to Indiana and remained as cashier.

Production Operator IV

Tyco Healthcare(Valleylab) - Boulder, CO

February 2000 to June 2002

- Assembling electrical and mechanical sub- and final assemblies to close specifications per Standard Operation Procedures, working to assembly bills of material and drawings, and following safe work practices.
- Understands the manufacturing assembly process, set up and flow of all assemblies, assists in set up and maintaining production flow, works with minimum supervision as required.
- Production Operator II through Corestaff before hire on permanently from Aug 99-Feb 00.

Crew Trainer

Arby's - Longmont, CO

April 1998 to August 1999

- Training the crew to employer specifications.
- Taking orders and keeping restaurant clean.
- Customer Service

Housekeeper

Super 8 Motel - Longmont, CO

June 1997 to July 1998

Responsible for keeping rooms as clean as possible for the customers.

Groundskeeper/Landscaper

Twin Peaks Golf Course - Longmont, CO

June 1997 to August 1997

TWIN PEAKS GOLF COURSE LONGMONT

- Responsible for keeping things tidy around clubhouse and around golf course.
- Kept golf carts clean.
- Helped keep flowers healthy and looking nice.
- Helped maintain grass and course to look good for customers.

Education

Bachelor's in Was working towards a degree in Accounting/Business. Studied for 2 years. Did not complete.

DEVRY UNIVERSITY - Westminster, CO
2005 to May 2007

Skills

- CUSTOMER SERVICE (3 years)
- RETAIL SALES (3 years)
- ASSEMBLY (2 years)
- CASHIER (1 year)
- Pallet Jack (10+ years)
- Shipping (10+ years)
- Packing (10+ years)
- Picker Packer (10+ years)
- Warehouse Associate (10+ years)
- Materials Handling (10+ years)
- Surface Mount Technology (3 years)
- Manufacturing (3 years)
- Order Picking (10+ years)
- Freight Experience (2 years)
- Load & Unload (5 years)
- Order Picker (10+ years)
- Forklift (5 years)
- Warehouse Distribution Experience (10+ years)
- RF Scanner (1 year)
- Shipping & Receiving (10+ years)
- Assembly
- Quality assurance

Certifications and Licenses

Drivers License

Forklift Certified

Certified Forklift Operator

Additional Information

SKILLS

- 13 and half years shipping lead/ material handler.
- Three and half years manufacturing experience in assembly of electrical ad mechanical sub- and final assemblies, also work with solar panels. "Surface Mount" soldering.
- Two and half years experience as cashier.
- One year as Housekeeper.
- Customer Service.
- Ability to communicate with co-workers clearly and efficiently.
- Strong problem-solving skills.
- Proven leadership skills.
- Work independently and with other departments
- Forklift Certified. Driven Raymond and Crowns stand up forklifts, driven Yale Veracitor 120vx forklift, and TXH400 forklift. 5 years experience.
- 17 years Warehouse experience