

Keith Haywood

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Summary of Qualifications

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

Relevant Experience

Production

- Worked in team setting to meet quota of folding and packaging Mylar balloons and posted totals
- Monitored product for exact size to be placed into packaging and removed/replaced damaged product
- Maintained supplies and restocked assembly bins with necessary materials to complete daily goals
- Consistently met and exceeded daily quotas and maintained standards of excellence in performance and team work
- Operated forklift to load and unload materials from incoming and to outgoing trailers
- Moved shipments to and from shipping-and-receiving platform to storage and work area
- Unpacked and examined incoming shipments, rejected damaged goods, recorded shortages, and corresponded with shipper to rectify damages or shortages; Verified and kept records on incoming and outgoing shipments

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
- Verified inventory computations by comparing them to physical counts of stock, and investigated discrepancies or adjusted errors
- 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
- Provided assistance or direction to other stockroom, warehouse, or storage yard workers

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
- Weighed materials or products, and recorded weight and other production data on tags or labels

Employment Experience

Production Worker
Present

Minnco Industries, Roseville, MN

2019-

Crew Member	ICWC, MCF-Lino Lakes, Lino Lakes, MN	2018-2018
Warehouse Worker	United Stationers Supply Co	2016-2017
Property Clerk 2016	MCF-Moose Lake, Moose Lake, MN	2015-
Food Service 2011	MCF-Faribault, Faribault, MN	2010-

Education

Forklift Certified	National Safety Council, Saint Paul, MN	2019
General Education Diploma	MN Department of Education, Roseville, MN	2004