

LORENZO HAWKINS

(303) 297-4046

Denver, CO

lhawkins4hire@gmail.com

Warehouse Associate

Experienced Warehouse Associate proven to provide excellent interpersonal, customer service and organizational skills to serve customers efficiently in a fast-paced manufacturing environment.

Skills

Fork Lift	OHSA Certified	Pallet Jack	Flexible
Team Player	Pulled Orders	Detail Oriented	Organizational Skills
Restocked	Customer Service	Logistics	Data Entry
Inventory Control	Problem Solver	Communication Skills	Dependable

Work Experience

Warehouse

- Arranged pick tickets to keep work area organized and readied stock to set on pallets, operated cherry picker and reach truck to pull products ordered for shipment
- Operated forklift to load semi-trucks for delivery or to unload products to be restocked in the warehouse, and maintained a clean and safe work area to ensure company safety policies were maintained
- Pulled orders to be shipped out on time and checked to make sure all orders were damage free and packaged for safe delivery, maintained and rotated stock to keep products in date, saving the company money and time

Shipping and Receiving

- Recorded shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes
- Determined shipping method for materials, using knowledge of shipping procedures, routes, and rates, packed, sealed, labeled, and affixed postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meters
- Examined contents and compared with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment, prepared documents, such as work orders, bills of lading, and shipping orders to route materials

Work History

Stagehand	Council Bluffs Works	2013-2020
Stagecraft	Party Productions	2014-2015
Quality Control	Huess Printing	2012-2012
Customer Service	Press One	2008-2010

Education and Training

H.S Diploma

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OSHA 30 Training
Logistics