

# Michael Cole

Kansas City, KS 66102

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+1 913 406 7509

I plan to pursue a business degree in order to start my own business.

Authorized to work in the US for any employer

## Work Experience

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### **Picker/Packer**

eShipping Distribution Services - Kansas City, KS

November 2021 to January 2022

I would pick, verify, and ship various customer orders. All shipped orders would be staked onto either a FedEx or UPS pallet. FedEx pallets would be loaded if drop trailer was available.

### **Shipping Clerk**

JCPenney - Lenexa, KS

May 2021 to October 2021

I would switch between putting/packing. Putting - Product would drop into six chutes. I would scan the label on product and put in allocated location of putting wall. Packing - scanning order labels and verifying name and quantity was correct before packing order. All packed orders were put on a conveyor belt for shipping.

### **Warehouse Associate**

Coleman - Gardner, KS

May 2019 to April 2021

I started off being a stacker. I worked my way up to be a thrower for the orders to eventually become the IC for my line. I manage orders, separate labels, and complete my orders in an efficient manner. I also load trailers as well as picking products to the line.

### **Sr. Mail Specialist**

Ricoh

October 2017 to November 2018

packages and USPS unmetered mail

- Performed daily conference room sweeps across campus
- Inventory and restock all breakroom, office, paper, soda/water, and toner for the 9701 building
- Backfilled reception
- Set up conference rooms and assist with setting up meetings

### **Kitchen Clerk**

Hyvee - Mission, KS

April 2015 to October 2017

66202

- Prepared HMR (Home Meal Replacement) dinners, desserts, salads, etc.
- Maintained salad case (flip salad case when opening and made salads)
- Prepared hot case items and set them out at the designated time
- Handled catering for Rotary club every Wednesday
- Assisted with catering (preparation, delivery, on-site events, weddings)

### **Legal Assistant**

David Reed & Associates - Kansas City, KS  
March 2014 to April 2015

66112

- Handled all client calls and client walk-ins
- Set up accounts for bankruptcy courses
- Prepared certain documents and sent to trustee
- Managed and organized client files

## Education

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### **High School Diploma**

Turner High School - Kansas City, KS  
2009 to 2013

## Skills

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- Reach Truck
- Catering
- Pallet Jack
- Warehouse Experience
- Order Picking
- RF Scanner
- Order Picker
- Packaging
- Forklift
- Shipping & Receiving
- Microsoft Word
- Inventory Control
- Quality Inspection
- Warehouse Distribution Experience
- Computer Operation

## Certifications and Licenses

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### **Forklift Certification**

## Additional Information

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I have two years of forklift and reach truck experience.