



Michael Smith

9017 Lasalle Place, Westminster, CO 80031
mikenamber062112@gmail.com
Ph: 7652372547

Professional Summary

A hardworking and reliable person focused on going above and beyond to support the team and serve customers. Trained in multiple tasks and offering top-notch work abilities. 5 years of related experience and advanced machine operating skills. Always looking for ways to improve productivity and customer satisfaction with exceptional service.

Skills

- Forklift driving
- Materials handling
- Pick products
- Maintain records
- Prepare packages
- Safety understanding
- Operate equipment
- Pack orders
- Organize merchandise

Experience

Laborer/forklift operator *May 2018 - Feb 2020*
Midwest Rentals, Inc. *Lafayette, IN*

- Loaded and unpacked supplies and delivered them to appropriate locations.
- Moved heavy boxes, containers and pallets with the use of hand trucks and pallet jacks.
- Reviewed the incoming orders and assigned work to the job sites
- Consulted with customers to understand their desires and suggest the best products to meet their needs.

Order picker /packager *Nov 2017 - Apr 2018*
Charlotte's Web *Westminster, CO*

- Printed accurate shipping paperwork and updated the associated accounts with current information.
- Loaded materials and products into dedicated package processing equipment.
- Marked containers with tags and labels to avoid any errors in the shipping of customer items.

Shipping and receiving *Feb 2015 - Nov 2017*
Rose acre farms *Monon, IN*

- Moved heavy boxes, containers and pallets with the use of hand trucks and pallet jacks.
- Reviewed blueprints and specifications to understand each job and plan the correct sequence, minimizing errors and avoiding wasted materials.
- Verified production checklists for correct items, goals, and orders.
- Moved boxes to appropriate places within a warehouse setting.

Education

GED *May 2010*
North White High School *Monon, IN*