



MICHELLE GREGORY

Shell020575@outlook.com | 720-470-0937 | Thornton, CO 80241

Summary

Hardworking Material Handler with 3 years of experience working closely with other staff and leaders to move goods efficiently. Alert when transporting heavy loads hazardous materials. Team-player quick to communicate issues and work with others to resolve.

Skills

- Inventory organization
- Shipping and receiving
- Wrapping and boxing
- Material handling
- Forklift certified
- Stock allocation
- Freight labeling
- Inventory Management
- Shipping operations
- Inventory reporting

Experience

Amazon | Thornton, CO

Material Handler

02/2020 - Current

- Loaded completed orders on pallets according to delivery numbers.
- Utilized forklift to move inventory items.
- Unloaded cargo from trucks with mechanized equipment.
- Packed merchandise into boxes and containers in preparation for safe shipment.
- Organized warehouse inventory according to warehouse plan.
- Managed warehouse receiving, storing and shipping.
- Protected company inventory by maintaining and organizing storage areas.
- Palletized boxes to streamline movement and shipment.
- Logged unit quantities and entered data into inventory database.

Arc Worldwide | Frederick, CO

Machine Operator and Material Handler

03/2018 - 02/2020

- Set up machines for various jobs to maintain compliance with manufacturing thresholds and waste reduction initiatives.
- Detected work-piece defects and machine malfunctions, maintaining apparatus to prevent future issues.
- Established and adjusted feed rates and cutting parameters to keep operations in line with production demands.
- Read and understood blueprints, product specifications and tooling instructions to plan correct operational sequences and prevent materials waste.
- Selected proper cutting tools, calculating parameters to manufacture components and parts.
- Controlled material usage to keep costs low, proactively investigating and resolving discrepancies to minimize waste.

Kohl's | Thornton, CO

Overnight Freight Associate and Overnight Stocker

04/2004 - 01/2007

- Removed product from boxes and placed on shelves according to merchandising guidelines.
- Gathered assigned merchandise and transported to store floor locations

using hand trucks.

- Secured products during transport to prevent damage.
- Leveraged lift equipment to pull items from stock and add shelves and bins.
- Assisted in loading and unloading merchandise from delivery trucks for quick processing and stocking.

Education and Training

Denver Career College | Denver, CO
Massage Therapy

Thornton High School | Thornton, CO
High School Diploma
06/1994

Eaglecrest High School | Centennial, CO