

Ottawa Anderson

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Summary of Qualifications

- Good attention to details
- Dependable employee
- Effective & courteous
- Can lift 50 lbs
- Follow directions well
- Honest & friendly

Relevant Experience

Construction

- Cleaned or prepared construction sites to eliminate possible hazards; Always worked within OSHA safety standards
- Read blueprints, sketches, building plans, or specifications to determine work activities; Maintained project schedules
- Positioned, joined, aligned, or sealed structural components, such as concrete wall sections or pipes
- Erected or dismantled scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures
- Assembled and fastened materials to make framework; Installed structures and fixtures
- Cut and trimmed material to shape when fitting siding and roofs around windows and corners
- Waterproofed buildings by filling joints and cracks with caulking compound or covering roofs with roofing materials other than sheet metal, such as composition shingles and sheets, wood shingles, or asphalt and gravel
- Overlapped successive layers, gauging distance of overlap with chalking and by lines on shingles
- Fastened composition shingles and sheets to roof with asphalt, cement, and nails
- Cut strips of flashing and fit them into angles formed by walls, vents and intersecting roof surfaces
- Prepared interior and exterior walls; Painted efficiently with cutting techniques

Warehouse

- 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
- 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
- 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 loaded and unloaded 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
- Performed routine maintenance equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank

Employment Experience

Lead Cooler Staff

2014-2015

Dakota Premium Foods, South St. Paul, MN

General Laborer

2014-2014

Brown & Bigelow, St. Paul, MN

Laborer

2011-2014

Masterson Personnel, St. Paul, MN

Education

Cable Networking Certification, C-Tech Associates Inc.

Sparta, NJ

GED, MN Department of Education

Roseville, MN