

## **Patrick J. Gaffron**

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Hopkins, Mn. 55343  
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### **Objective**

Seeking a full time job in a shipping and receiving related position where I can contribute my skills, knowledge and experience to provide exceptional work and services.

### **Work History**

#### **Lawrence Transportation**

Winona, MN

12/2018 to 8/2019

##### *Forklift Operator*

- Operated Forklift to unload product from semi-trailers
- Moved product to warehouse
- Rotated stock following FIFO
- Loaded semi-trailers with products utilizing Forklift

#### **Express Employment**

Winona, MN

8/2018 to Present

##### *Temporary Worker*

- Assigned to work at a variety of temporary work sites
- Work placement at Kendell Doors and Hardware as a Receiving Specialist accurately receiving all products
- Inspect all products for damage
- Enter all merchandise into inventory using Microsoft Dynasty

#### **Menard's**

Winona, MN

5/2017 to 7/2018

##### *Receiving Specialist/Customer Service*

- Operated Forklift to unload semi-trailers with new products and disperse to various departments
- Utilized an order selector to pull a variety of specific products and merchandise for purchase
- Completed general shipping and receiving duties including examining shipment contents and compare with records
- Packaged, sealed, labeled and prepared materials and products for shipping
- Adhered to all health and safety standards

#### **ADM – Winona**

Winona, MN

7/2015 to 3/2017

##### *Fleet Deckhand*

- Ensured safety measures were met and maintained
- Completed ongoing safety training and practiced protocols
- Performed maintenance duties on tugboat such as cleaning ship and oil room, checking status of oil, and troubleshooting problems that arise

- Assembled storage units for line boats to pick up
- Completed First Aid Training

**Lawrence Transportation**                      Winona, MN                      10/2011 to 7/2015  
*Forklift Operator*

- Operated Forklift to unload product from semi-trailers
- Moved product to warehouse
- Rotated stock following FIFO
- Loaded semi-trailers with products utilizing Forklift

**Behrens Manufacturing**                      Winona, MN                      3/2009 to 10/2011  
*Production/Shipping*

- Worked on a production line manufacturing metal garbage cans
- Completed shipping and receiving duties
- Picked specific orders
- Packaged, sealed, labeled and prepared materials and products for shipping
- Adhered to all health and safety standards

**Education**

**Winona Senior High School**                      Winona, MN                      Graduated 5/2004

## References

Justin Wetter  
Menard's (former Manager)  
608-304-7848

Elliot von Rohr  
ADM (Fleet Captain)  
507-458-3751

John Erdmann  
ADM (Fleet Safety Mate)  
507-458-8381

Cory Putz  
Lawrence Transportation (Manager)  
507-313-0477