

PHILIP WREN

1416 Ironton Street

Aurora, CO 80010

(720) 943-0250

Philjw79@gmail.com

OBJECTIVE

To gain employment as a **Forklift Operator** with my previous leadership experience to enhance productivity.

SKILLS

Communication

Electric pallet jack

Data Entry

Assessment

Coordinating

Radio Frequency Scanner

Shipping & Receiving

SOS Handheld

WMS Systems

Heavy Lifting: frequently 75 lbs.

Reach Truck Forklift

Counter Balance Forklift

EXPERIENCE

Forklift Operator

- Safely operate electric and gas powered Counter Balance Forklift to complete tasks efficiently
- Successfully thrive within the metrics set forth; Load/Unload vans and flatbed trucks
- Shuttle product to create staging area within warehouse based on production
- Unload and receive raw material in warehouse properly ready for use
- Accurately palletize product based upon customer requested purchase orders
- Shrink wrap pallets when necessary, record overages and/or shortages

Warehousing

- Monitored incoming and outgoing products for errors or defects for quality assurance purposes
- Thoroughly read work orders to determine job assignment and materials needed to accomplish tasks
- Attached identifying tags for shipments to be extradited on the same day to meet deadlines
- Recorded number of units to be pulled and shipped using daily production worksheets
- Accurately complied tools and specialty materials for professional contractor pick up
- Pulled orders based on daily manifests to be shipped to specified construction sites
- Maintained a clean and safe work environment on a daily basis
- Safely loaded and unloaded freight trucks and placed merchandise in allocated areas
- Entered data into SKU database system to create tags to verify merchandise electronic tracking

Office Manager

- Oversaw and delegated tasks to 30+ employees including three separate departments to ensure accuracy of business correspondence to improve office efficiency
- Diligently oversaw accounts payable and receivable department with checks and balance system
- Effectively managed payroll in QuickBooks Pro Edition on a weekly basis
- Implemented systems to improve information exchange among various personnel departments
- Trained new employees to adhere to company policies and procedures
- Delegated responsibilities to increase efficiency at job site
- Demonstrated safety while delivering fragile inventory or installing high-end fixtures while being sensitive to accommodating customer requests

WORK HISTORY

Forklift Operator

Owens Corning

Denver, CO

2019-Present

Order Selector

Sysco Foods Denver

Denver, CO

2018-2019

Freight Handler

Capstone Logistics

Denver, CO

2018-2018

Shipping Clerk/Freight Handler

IPEX USA LLC

Denver, CO

2012-2018

Checker/Loader

Safeway Bread Plant

Denver, CO

2012-2012

Office Manager

Priority Moving, Inc.

San Diego, CA

2005-2012

EDUCATION

GED

Ocean Shores High School

Oceanside, CA