



Randi Jordan

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Greeley, CO 80634

PROFESSIONAL SUMMARY

Reliable Forklift Driver enthusiastic about working in team-based settings to accomplish challenging objectives. 4+ years of equipment operation experience.

SKILLS

- Inventory staging
- Shipping and receiving
- Safety monitoring
- Power tool safety
- Basic office equipment
- Material finisher

WORK HISTORY

STAPLE STOCK RECIEVER

08/2019 to 11/2019

Wal-Mart Distribution | Loveland, CO

- Worked in team environment to maintain high levels of productivity
- Located proper slots on storage racks and set pallets in place with forklift
- Cleaned warehouse areas to maintain safety and efficiency
- Removed plastic and straps from pallets to facilitate unloading
- Received cargo by removing it from trucks by hand
- Received cargo by lifting and moving it using Completed daily forklift safety checklists
- Completed regular checks of incoming freight in staging area each day
- Unloaded and stacked materials by raising and lowering lifting devices
- Unloaded trucks and rail cars and moved materials to staging area

SLITTER OPERATOR HELPER

10/2017 to 03/2018

Golden Aluminum | Ft. Lupton, CO

- Updated daily logs with production data such as weights, destinations and delivery times to keep management current on team activities
- Unloaded materials and goods at designated locations for best project availability
- Removed orders from storage, wrapped and staged for shipments
- Transported goods between warehouse locations according to shipment and storage needs
- Worked in team environment to maintain high levels of productivity
- Unloaded trucks and rail cars and moved materials to staging area
- Adjusted machinery and notified supervisors of malfunctions

TEAM LEAD

06/2013 to 03/2016

Vforge Inc | Lakewood, CO

- Set production goals and motivated team to achieve such goals Continually sought to reduce costs, accelerate throughput time, minimize work in process and improve quality
- Provided guidance, assistance, and training to employees when needed
- Produced smooth finishes by removing imperfections before and after

applying coats

- Supervised team of 7 buffers, keeping production schedules on track to meet tight deadlines
- Kept work areas clean and neat
- Made sure that products were produced on time and are of good quality

EDUCATION



Associate of Science | Cosmetology

Cheeks International Academy of Beauty Culture, Cheyenne, WY