

# Ricky Sok

## **Forklift Driver - Warehouse Personnel**

Saint Paul, MN

- Email me on Indeed: <http://www.indeed.com/r/Ricky-Sok/9207ed3df0971c41>

## Work Experience

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### **Forklift Driver**

Warehouse Personnel

March 2018 to Present

Clover Leaf Code Storage

- Assists with picking, packing and pallet building.
- Performs shipping and receiving duties.
- Performs maintenance and preventive maintenance functions on forklifts.
- Reads and interprets documents such as safety rules, operating and maintenance instructions.
- Maintains knowledge of all relevant Health & Safety procedures, and able to maintain a safe working

environment.

### **Forklift Driver**

Warehouse Personnel

October 2017 to July 2018

- Prepare orders to be shipped
- Check orders for accuracy
- Loading and unloading trucks / Staging
- Communicated with management regarding equipment, damaged goods, and problems
- Provided backup training on computerized inventory system
- Train new hires

### **Supervisor**

Goodwill Warehouse

June 2017 to September 2017

- Separated, labeled and verified count of incoming deliveries.
- Learned to use computer system to locate product and sock incoming deliveries
- Located and pulled stock for deliveries. Prepared product for shipment by boxing, shrink wrapping and labeling
- Met physical demands of job, including long periods of standing, lifting and carrying products, and climbing ladders to stock shelves and fill orders.

## Education

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**High school or equivalent**

## Skills

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- Excellent written (Less than 1 year)
- EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS (Less than 1 year)
- Forklift (1 year)
- LOCKOUT/TAGOUT (Less than 1 year)
- Safety procedures (Less than 1 year)
- Forklift Driver
- Reach Truck
- Pallet Jack
- Reach
- Warehouse Associate

## Additional Information

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### Area of Expertise

Leadership Strategic Thinking Technical Skills

- Supervisor • Short and long-term planning • Forklift
- Lead/assist other. • Maintains knowledge of all relevant Health & • Excellent written and verbal communication.
- Mentor and encourage new talent. Safety procedures. • Strong math skills
- Team building • Plan daily schedule
- Strong communication skills.