

# **Ricky Woodard**

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## **Summary of Qualifications**

- Open to learning new things
- Pays attention to detail
- Flexible and dependable
- Highly motivated self-starter
- Works well in a team setting
- Customer Oriented

## **Relevant Experience**

### **Warehousing**

- Picked inventory according to order forms and packaged orders to be shipped to customers
- Sorted through merchandise to determine the quality of the product and organize accordingly
- Kept an inventory of merchandise as shipments are received and organized through the quality control process
- Documented the inventory by either writing down or by computer data entry
- Packaged shipments to be sent out for delivery; Wrapped stacked pallets with shrink wrap to ensure product is delivered to the customer without quality complications
- Worked in a fast paced team setting maintaining a safe working environment

### **Packaging**

- Load materials and products into package processing equipment
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools
- Record product, packaging, and order information on specified forms and records
- Examine and inspect containers, materials, and products to ensure that packing specifications are met
- Measure, weigh, and count products and materials
- Mark and label containers, container tags, or products, using marking tools
- Place or pour products or materials into containers, using hand tools and equipment
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks

### **Forklift Operator**

- Examine contents and compare with records such as manifests, invoices, or orders to verify accuracy
- Safely move shipments and products around the warehouse or facility to ensure timely and complete delivery
- Manually or mechanically load or unload materials from pallets, skids, platforms, cars and lifting devices
- Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas
- Weigh materials or products and record weight or other production data on tags or labels
- Perform routine maintenance on vehicles or auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank

## **Employment Experience**

<b>Order Picker/Loader</b> <b>2017-now</b>	Kemps Minneapolis, MN
<b>Carpenter/Laborer</b> <b>2016-2017</b>	Prime Built Construction St. Paul, MN
<b>Order Picker</b> <b>2015-2016</b>	Bergin Fruit and Nut St. Paul, MN
<b>Warehouse Specialist</b> <b>2015-2015</b>	MINNCOR Industries Saint Paul, MN
<b>Construction</b> <b>2014-2015</b>	Hennepin County Homes Minneapolis, MN
<b>Landscaping</b> <b>2014-2014</b>	City of Red Wing Parks and Rec. Red Wing, MN
<b>Construction</b> <b>2012-2013</b>	ATC Construction Cambridge, MN
<b>Construction</b> <b>2012-2012</b>	C&B Construction New Hope, MN
<b>Food Production</b> <b>2009-2010</b>	Deli Express Eden Prairie, MN

### **Education**

**Forklift Certified**, MINNCOR Industries  
Saint Paul, MN

**Cabinetry Certification**, Century Community College  
White Bear Lake, MN

**Apprentice Carpentry**, Summit Academy OIC  
Minneapolis, MN

**General Education Diploma**, Minnesota Department of Education  
Roseville, MN