

# Rodessa Matlock

Denver, CO 80220

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720-791-7851

Hardworking warehouse worker with excellent materials handling, storage management and shipment preparation skills. Experienced in picking orders, assembling pallets and preparing containers. Accustomed to facilitating accurate inventory counts and maintaining current warehouse records.

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### **Warehouse Worker**

Boulder Brands Conagra - Denver, CO

October 2017 to Present

Lifted materials of varied weights on regular basis to transport items to proper warehouse locations. Loaded perishable and non-perishable goods into trucks for planned delivery schedules. Utilized pallet jacks to move items to and from different warehouse locations.

### **Warehouse Worker**

Office Depot - Denver, CO

August 2016 to October 2017

Counted and stocked different types of merchandise to comply with inventory control tag requirements. Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers. Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.

### **Warehouse Worker**

Staffing Solutions - Denver, CO

June 2016 to August 2016

Recognized defective material and reported issues to management to facilitate prompt resolution. Staged and sorted multiple types of products for loading to comply with preset instructions. Noted current product inventory levels to support completion of order requests and audits. Lifted materials of varied weights on regular basis to transport items to proper warehouse locations.

## Education

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### **GED**

Thomas Jefferson High School - Denver, CO

## Skills

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- Forklift operator (standup/sitdown), reach operator, pallet jack operator (single/double). Rf scanner
- Order Picking
- Warehouse Experience
- Order Picker
- Reach Truck
- Materials Handling
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- Order Picker
- Microsoft Word
- Order Picking
- Reach Truck
- Shipping & Receiving
- Quality Inspection
- Warehouse Experience

## Certifications and Licenses

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### **Forklift Certified**

November 2018 to Present

1. Osha certification through Boulder Brands Congra

## Assessments

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### **Forklift Safety – Highly Proficient**

June 2020

Best practices and safety hazards in forklift operation

Full results: [Highly Proficient](#)

### **Work Style: Conscientiousness – Proficient**

June 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.