

Sakima Reed

Aurora, CO 80018

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Strong interpersonal skills

- Stable and consistent, solid work ethic
- Excel at multi-tasking in a fast-paced environment
- Diligent and detail-oriented

Work Experience

Material Handler/Forklift Operator

OmniCable - Aurora, CO

October 2021 to Present

Ensure warehouse is following safety codes. Operate Rim Drive, Re spooler, stripe/dye machine, wire stripper, and Fork Lift. Review purchase orders and predetermine cable length to be cut and spooled. Assign work and pick reels to designated employee to complete. Ensure packing slip and bill of landing on receipt is accurate and enter inventory into the computer. When shipping out orders, ensure the shipping method is correct and is shipped out in a timely fashion. Assist with assorted projects and tasks as nee

Office Administrator

OmniCable - Aurora, CO

October 2021 to Present

Call or email customer(s) and sales reps concerning orders, delays, or delivery issues. Allocate work for workers,

Merchandise Specialist

Best Buy - Aurora, CO

September 2017 to Present

Unload truck, receive merchandise in the computer, re-stock and down-stock merchandise, take inventory, set-up displays, assist on sales floor as needed.

Warehouse Operations Technician

Metro Wastewater Reclamation District - Denver, CO

July 2020 to August 2020

6450 York Street

Denver, CO 80229

303-286-3000

Supervisor: Stan Light

Warehouse Operations Technician

Receive, pull, ship, and inventory materials for the warehouse on a daily basis in two different software programs (Oracle and EAM). Work with procurement buyers with discrepancies, such as damaged,

overages, or missing items from purchase order(s). Unloads trucks, make deliveries, operate the forklift, pallet jack, and other assorted duties as needed.

Material Handler

McKesson - Aurora, CO
June 2019 to July 2020

Pulling and preparing medical and surgical supplies for shipment. Uses RF scanning equipment, stock, shipping, and inventory stock.

Produce Worker

King Soopers - Denver, CO
August 2016 to September 2017

Unload truck, stock produce, take inventory, assisting customers, and help with closing store.

Courtesy Clerk

Bag groceries, assisting customers, and help with closing store.

Cashier, Stock, Pizza Maker

Papa Murphy's Take "N" Bake Pizza - Commerce City, CO
September 2014 to March 2015

Worked the cashier assisted customers, cutting and restocking vegetables, meats and prepared pizzas. Opened and closed store as needed. Managed crew at night, took inventory and cleaned store nightly.

Education

Prairie View High School - Henderson, CO
2015

Skills

- Pallet Jack
- RF Scanner
- Merchandising
- Planograms
- Produce Experience
- Warehouse experience
- Shipping & Receiving
- Materials Handling
- Order Picker
- English
- Customer service
- Warehouse Supervisor Experience
- Forklift
- Load & Unload

- Stocking
- Leadership
- Communication skills
- Continuous improvement