

Shannon Brooks

Forklift Operator

Rosemount, MN 55068

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612-401-8774

To pursue a career in a warehouse environment in which I can utilize exceptional time management, team building, and supervisory skills. I am proficient using a RF Scanner, sit down/stand up forklift, clamp lift, slip sheet and electric pallet jack.

Knowledge/Competencies:

Proficient verbal and written communication skills, solid math skills, excellent attention to detail, multi-task talented, follow through on actions

Authorized to work in the US for any employer

Work Experience

Material Handler/Backup Supervisor

Hearthside Food Solutions - Lakeville, MN

January 2015 to Present

Responsibilities

Backup supervisor, operate powered industrial equipment (forklift) in accordance with OSHA guidelines.

Maintain inventory integrity and product safety at all times.

Perform routine and assigned housekeeping tasks to ensure a safe work environment.

Operate material handling equipment to move product within the warehouse.

Check-in inbound product and tag product accordingly.

Perform various receiving functions, such as unloading trucks and putting away product in the correct overstock location.

Inspect all power equipment and complete the safety inspection sheet before operation.

Follow all of the safety procedures

Stack empty pallets; clean and sweep work area and remove trash regularly.

Accomplishments

Completion of tier 2 training.

Forklift/Order Filler

Kmart Distribution Center

2011 to 2014

Such responsibilities include operating stand up forklift and pallet jack. Pull orders for Kmart stores with 100% accuracy. Wrap and load trucks. Lift over 80+ pounds on a consistent basis. Clean warehouse once completed with orders. Employee of the month within first 6 months of employment.

Forklift Operator

Prologistix
2008 to 2011

Warehouse/Forklift

Such responsibilities include operating a pallet jack. Duties also include but not limited to pulling orders for different merchants, stacking and wrapping orders for shipment. Worked at Newell Rubbermaid, AAFES, and USPS temporary assignments.

Education

College Prep

Riverdale Senior High
1995

Skills

Forklift, Reach Truck, Forklift Driver, Warehouse Associate, Reach, Supervisor (2 years), RF Scanner (10+ years), Shipping Receiving, Pallet Jack, Stockroom, Picker Packer, Shipping, Packing, General Labor

Certifications/Licenses

Certified Forklift Operator