

Van T. Bailey Sr.

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Summary of Qualifications

- ◆ Take pride in a job well done
- ◆ Willing to learn new things
- ◆ Good manual dexterity
- ◆ Work well with others
- ◆ Positive attitude
- ◆ Very hard working
- ◆ Motivated, self-starter
- ◆ Leadership attributes
- ◆ Problem solver

Occupational Experience:

2017-Present Warehouse and Assembly, Atlas Staffing, Minneapolis, MN

- ◆ Worked in team setting to meet quota of folding and packaging Mylar balloons and posted totals
- ◆ Monitored product for exact size to be placed into packaging and removed / replaced damaged product
- ◆ Maintained supplies and restocked assembly bins with necessary materials to complete daily goals
- ◆ Consistently met and exceeded daily quotas and maintained standards of excellence in performance and team work
- ◆ Operated forklifts to load and unload materials from incoming and to outgoing trailers, moving shipments to and from shipping-and-receiving platform to storage and work areas
- ◆ Unpacked and examined incoming shipments, rejected damaged items, recorded shortages and corresponded with shipper to rectify damages and shortages; Verified and kept records on incoming and outgoing shipments

2013-2016 Maintenance/Janitorial, MCF- Rush City, Rush City, MN

- ◆ Swept, mopped, scrubbed and vacuumed hallways and stairs
- ◆ Stripped and waxed tile and wood flooring; emptied trash and garbage containers
- ◆ Maintained building, performing minor and routine painting and replaced air-conditioner filters
- ◆ Notified management concerning need for major repairs or additions to lighting, heating and ventilating equipment

2012-2012 Line Worker, Chipotle Mexican Grill, Blaine, MN

- ◆ Completed hot and cold food preparation assignment accurately, neatly, and in a timely fashion
- ◆ Prepared food throughout the day as needed, anticipating and reacting to customer volume
- ◆ Maintained appropriate portion control and consistently monitored food levels on the line
- ◆ Maintained proper food handling, safety, and sanitation standards while preparing and cooking food
- ◆ Cleaned equipment, as assigned, thoroughly and in a timely fashion according to Chipotle sanitation guidelines
- ◆ Received payment by cash, check, credit cards or automatic debit

Education and Certifications

7/2019 Takoda Institute of Higher Education-AIOIC, Minneapolis, MN

Warehouse Training and Certification Program

- ◆ OSHA 10-Hour Training and **Certification**
- ◆ Forklift Training and **Certification**
- ◆ Boom lift and Scissor lift Training and **Certification**
- ◆ Bobcat Training and **Certification**

2017 Minnesota Department of Education-GED, Roseville, MN