



VICTOR SCOTT

Warehouse/forklift operator:

Aurora, CO 80017

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7207090357

WORK EXPERIENCE

Forklift Operator/Shipping and Receiving

CDOCS Associates - Cañon City, CO

January 2014 to January 2020

Operated forklift (sit-down, electric, & upright) in order to pick up incoming commissary and to deliver to designated stockrooms. Executed daily operation of cycle counting. Determined sequence and release of back orders according to stock availability. Examined and inspected stock items for wear and defects, reporting any damage to supervisors. Was instrumental in forklift operations. Pallet jack (manual). Successfully managed a 7-person team order pulling. Compiled, reviewed and maintained data from contracts, purchased orders, requisitions and other documents in order to assess supply needs. Recommended disposal of excess, defective and obsolete stock. Provided assistance and direction to other stockrooms and warehouses. Examined and inspected stock items for wear and defects, reporting any damage to supervisors. Determined proper storage methods, identification and stock location based on turnovers, environmental factors and physical capabilities of facilities. Cleaned and maintained supplies, tools, equipment and storage areas to ensure compliance with safety regulations. Marked stock items using identification tags, stamps, electric marking tools and other labeling equipment. Stored items in an orderly and accessible manner in warehouses tool rooms, supply rooms and other areas. Packed and unpacked items to be stocked on shelves in stockrooms, warehouses and storage yards. Prepared and maintained records and reports of inventories, shortages, shipments, and goods used and issued. Provided direction and assistance to CDOC/food service employees.

EDUCATION

GED

Fremont - Cañon City, CO

August 2005 to September 2005

SKILLS

- Warehouse Experience
- Order Picking
- Pallet Jack
- Cleaned and maintained supplies, tools, equipment
- Forklift Operator
- Order Picker
- Materials Handling
- Shipping & Receiving
- Warehouse Management
- Packaging
- Load & Unload
- Manufacturing