



WALTER POLK JR.

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Summary

I've been in Logistics for over 20 years now, I started at 17 years old.

I've been accident free all 20 years I always keep safety in my mind on and off the clock. I keep a positive attitude and maintain a level mind during stress situations when production work is heavy. I can work well alone or as a Team member I learn quick I'm attention to detail and what I dont know I have the will to listen and learn

Skills

- Certified Pallet Jack Operator
- Operating hand jacks
- Skilled forklift operator
- Forklift safety
- Certified Crane Operator
- Pallet jack and hand truck operation
- Certified [Forklift] operator
- Skilled with electric pallet jacks
- Supervised 13 forklift operators/ Warehouse Workers

Experience

Estes Express Lines | Aurora, CO

Dockworker

02/2017 - Current

- Sorted cargo for accurate shipment to target locations, preventing unnecessary delays and promoting productivity.
- Communicated with teammates and supervisors about potential hazards and other issues to resolve together.
- Secured items in truck by strapping over protective padding.

CCI Thermal Technologies Inc. | Littleton, CO

Warehouse Lead Person

04/2013 - 02/2017

- Planned stock quantities according to marketplace demand and sales forecasts.
- Improved efficiency by 50% through supervision of 25 staff working in warehouse.
- Prepared inventory for shipment by attaching tags and labels, preparing shipment documents and securing products on pallets.
- Considered specific product requirements and accessibility when managing and organizing storage areas.
- Trained staff on material handling processes to reduce shipping times.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Examined incoming shipments to verify quantity and quality, returning unacceptable shipments to suppliers for refunds or replacement.
- Managed day-to-day shipping and receiving, typically overseeing more than 1,000 packages in 24-hour period.
- Maintained accurate and current order and shipment forms, inventory documentation and customer records.
- Monitored multiple databases to keep track of all company inventory.
- Evaluated effectiveness of training by surveying trainees and managers and collecting before-and after-data showing training impact.

Atlas Logistics | Denver , CO

- Loaded items in optimal manner to maximize work efficiency.

Forklift/Triple Jack Operator/
04/2011 - 02/2013

- Inspected lifts before usage to prevent damage to [food] goods being lifted.
- Moved goods between warehouse locations according to shipment and storage needs.
- Collaborated with team members to coordinate efficient and accurate movements.
- Removed incoming items from trucks and rail cars and transported materials to staging area.
- Maximized team efficiency by using equipment such as [Cherry Picker] and [Electric Forklift] to move materials.
- Transported materials to and from warehouses, production lines and packaging lines.
- Operated with zero safety violations and consistently met deadlines for loading trailers.
- Documented weight and destination production data in detailed daily logs for management review.
- Secured loads to prevent shifting or damage to items.
- Maintained current forklift training and certification as required by company policies.
- Completed all tally sheets, slot changes, shuttle transfers and other paperwork in timely manner.
- Evaluated items against documentation for accuracy.
- Replenished pick slots with outgoing stock items according to next day's work orders.
- Operated forklifts and other transportation vehicles to move merchandise to and from target destinations.

Tyson Fresh Meats | Waterloo, IA
Forklift Operator
06/2005 - 12/2010

- Loaded items in optimal manner to maximize work efficiency.
- Documented weight and destination production data in detailed daily logs for management review.
- Maximized team efficiency by using equipment such as [Forklift and [Overhead Crane] to to prevent damage to [Consumable food] goods being lifted.
- Maintained current forklift training and certification as required by company policies.
- Moved goods between warehouse locations according to shipment and storage needs.
- Removed incoming items from trucks and rail cars and transported materials to staging area.
- Documented movements using computer tracking systems.
- Divided and sorted product shipments received using account information and shipping labels.
- Maneuvered forklift over and around loaded pallets, boxes and other materials.
- Swept warehouse floors and stored equipment to maintain neat and organized workspace.
- Operated industrial vehicles and equipment to transport goods and materials, load and unload designated trailers and route trucks.
- Picked orders from storage, wrapped and staged for shipments.

East Waterloo High School | Waterloo, IA

High School Diploma

05/1997

St. Louis Job Corp | St.Louis, MO

Certification of Completion in Material Handling in Material Handler

08/2003

- Ranked in Top 5% of class