

# Jack Miner

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## Work Experience

### **Stacker**

**June 2016 – Present**

Temp Associates/Rock Communications | Newton, IA

- Stack inserts onto pallets for loading onto trucks for shipping
- Change plates on press for new advertisements
- Follow all safety protocols to ensure a safe work environment

### **Forklift Operator**

**March 2016 – June 2016**

First Class/XPO Logistics | Newton, IA

- Pulled seed orders daily for next day shipment
- Transferred seed orders to staging for shipment
- Loaded and unloaded pallets on trucks in preparation for shipment

### **Forklift Operator**

**February 2016 – November 2016**

Montezuma Manufacturing | Montezuma, IA

- Managed inventory for welders to ensure accurate amount of product is on their line
- Maintained inventory and prepared products for shipping made by welders
- Followed all safety protocols to ensure a safe work environment

### **Farm Hand**

**December 2012 – February 2016**

John Ketchum Farm | Baxter, IA

- Maintained livestock by feeding, cleaning stalls and transferring livestock to holding areas
- Planted and harvested crops on 60 acres
- Operated truck and tractor for hauling crop to elevators after harvesting

### **Lead Shipping Clerk**

**August 2008 – December 2012**

Seigwerk Ink | Des Moines, IA

- Scanned products and distributed to specific location in warehouse
- Pulled orders, gathered inventory and BOL for shipping
- Backed trailers into dock for next shipping orders

### **Lead Mixer**

**November 2005 – November 2007**

Mrs. Clarks Foods | Ankeny, IA

- Mixed raw materials to form juices and packaged into gallon jugs
- Created mustard, ketchup and mayonnaise for packaging
- Pulled and packaged orders for shipping

## Certifications and Education

### **Forklift Operator**

XPO Logistics | Newton, IA

**Diploma**

Otis High School | Otis, CO