

Keith Cilley

Racine, WI
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Skills

Forklift operator (4 years)
Microsoft office (4 years)

Work Experience

Material Handler/Forklift Operator

ViskoTeepak - Kenosha, WI
January 2017 to Present

Material Handler and General warehouse laborer, Responsible for loading and unloading inbound and outbound shipments safely and securely. Assisting in any Shipping and receiving and resolving and preventing any inventory issues. Sit down forklift certified. Versatile skills from Cyle count, receiving inbound shipments, picking work and sales orders and shipping outbounds. Proficient in Microsoft excel and inventory tracking.

Material Handler

Cree Inc - Sturtevant, WI
April 2015 to June 2016

Responsibilities

Safely loading and unloading materials throughout the warehouses while keeping accuracy of inventory. Resolving inventory discrepancies, utilizing RF handheld to move parts, resolving safety issues immediately.

Skills Used

Trained on SOP, stand up forklift and high reach forklifts. Versatile in Green tags, Red tags, Small parts and picking work orders while working independently and within groups.

Accomplishments

Meeting and exceeding work goals, setting up lean lines and organizing assembly lines to be more efficient.

Team Member

Target - Racine, WI
July 2014 to April 2015

Responsibilities

Use stand up picker to pull product from backroom for salesfloor, resolve customer service issues, cashier and follow food safety guidelines when working in backroom and in food court, trained in chemical cleanup.

Accomplishments

Cross trained in multiple areas of the store i.e, sales, food court, backroom and cashier.

Skills Used

Meet goal times, work independently and along side other team members, very reliable extremely self motivated, constantly maintain a clean and organized work area, the ability to manage and oversee other team members as well as backroom operations.

Sales Associate

Home Depot - Racine, WI

November 2013 to August 2014

Responsibilities

Sell and rent products related to home improvement, maintain and oversee product inventory, stock shelves, setup new signs and product placement on salesfloor, meet sales goals.

Accomplishments

Continually recognized for excellent customer service, ensuring peers use proper safety procedures, motivating and teaching peers, and helping out in various departments.

Skills Used

Extremely reliable, continually using sales tactics to sell products and educate associates and customers on products, ability to work independently as well as with a team, maintaining inventory and ordering product for customers, ability to train and motivate current and new associates on products and procedures, provide exceptional customer service.

Education

High school diploma

Burlington high - Burlington, WI

Skills

Warehouse Associate, Reach Truck, Forklift Driver

Certifications/Licenses

Forklift Operator