

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

OBJECTIVE

FORKLIFT DRIVER/WAREHOUSE SPECIALIST

EXPERIENCE

Proven abilities in stocking, order-picking, shipping, and receiving.
Skilled in safe forklift driving and warehouse operations; handle order expediting of electronics and fragile equipment.
Experience in worker training and supervision; knowledge of general bookkeeping and business administration; self-motivated and energetic.

EMPLOYMENT

A. Datum Corporation, *Itasca, IL* 1997-Present

Lead Warehouse Specialist

Responsible for safe forklift driving, order picking, and stocking of computer equipment at this major warehouse.

Perform loading/unloading of trucks on a daily basis.

Assist in cross-training employees in order picking, stocking, and packing for international shipment.

- Recognized as Employee of the Month, 2/93, for prompt, safe work.

Fourth Coffee, *Addison, IL*

1996-1997

Manager/Owner

Involved in the setup and operation of this company.

Assisted in the training and supervision of 15 employees in the delivery of fresh and frozen foods to restaurants and stores.

Handled all budgets and general bookkeeping.

Fabrikam, Inc., *Addison, IL*

1994-1995

Laborer

Responsible for the custom application of aluminum siding.

EDUCATION

Oak Technical College, *Chicago, IL*

1996-1997

Trained in computer repair and maintenance.

Maple Tree High School, *Chicago, IL*

1994

Graduate