**Charles E. Walters**

401 S. Emporia, Wichita, KS 67202 (316) 265-5211 cwalters@wwrfresource.com

**WORK EXPERIENCE**

**Forklift Operator**

* Transported materials in packaged form to and from specified destinations
* Verified load against shipping papers and prepared receipts for load pick-ups
* Maintained truck logs according to state and federal regulations
* Inspected truck equipment and supplies for defects and reported damages or repairs needed to management
* Loaded and unloaded freight on and off trucks using pallets and skids
* Moved freight within the warehouse to the storage yard and factory

**Contractor**

* 8+ years of experience in both commercial and residential roofing
* Experienced in commercial grade hot tar roofing
* Skilled at shake, asphalt, and metal roofing installation
* Able to write and present bids to customers and make alterations to fit individual budgets
* Experienced installing both vinyl and aluminum siding
* Possess mandatory OSHA safety certification card
* Sheet decking and underlayment repair or replacement
* Able to assess damages to and compile bids for customers

**Manufacturing**

* Strong eye for detail
* Able to calibrate machines to material specifications
* Quickly learn new work stations and able to operate and monitor multiple positions simultaneously
* Assigned to train staff on specific work stations
* Skilled at cleaning and preparing industrial grade machinery for changes in products
* Able to follow procedural tasks without skipping steps
* Reduced waste through thorough cleaning and prep work of machine
* Knowledgeable of OSHA standards and able to keep with both local and federal requirements

**Maintenance**

* Knowledgeable of cleaning and maintenance schedules as well as appropriate chemical applications and precautions
* Advised management of minor and major repairs or additions to building operating systems
* Requisitioned supplies and equipment needed for cleaning and maintenance duties
* Attended and implemented all safety training classes
* Maintained interior and exterior grounds by attending to electrical needs, repairing damaged materials, grounds maintenance, and landscaping
* Secured facilities and grounds in an effort to minimize property damage, equipment damage, and potential liability
* Prepared site for daily operations ensuring the facilities are operational and hazard free
* Maintained supplies and equipment ensuring the availability of custodial items required to maintain the facility are available

**Inventory Specialist**

* Communicate effectively in both verbal and written form with coworkers and supervisors
* Responsible for reporting inventory by tracking and recording raw materials, products produced, and on hand repair parts to ensure no delays in production

**WORK HISTORY**

Forklift Operator Focus Industrial Kansas City, KS 2008 – 2012

Independent Contractor Walters Construction Kansas City, KS 2003 – 2016

Maintenance Connie Grafke Kansas City, KS 2003 – 2016

Inventory Specialist WIS Inventory Lenexa, KS 2011

**EDUCATION & CERTIFICATIONS**

***Forklift Certification-*** Williams Seasonings/Schlagle Lock/Focus Industrial - Lenexa, KS