

Whitney Porter

Fork Lift Operator - Peacock Engineering

Milwaukee, WI 53218

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WORK EXPERIENCE

Picker/Forklift Operator

Frito-Lay - Menomonee Falls, WI - April 2017 to Present

Pick and pull orders stock products use forklift to replenish bays and racks

Forklift Operator

CHASE Professionals - Arlington Heights, IL - October 2016 to Present

Load/Unload trailers pick and pull orders on a daily basis

Fork Lift Operator

Peacock Engineering - Bolingbrook, IL - April 2015 to March 2016

- Operate forklift, pallet jack (manual and electronic).
- Receive, unpack, check, and store merchandise and materials.
- Fill requisitions and orders.
- Assists in maintaining daily operations including the maintenance of supplies.
- Assist and maintaining safety policies and procedures.

Fork Lift Operator

Dart - North Aurora, IL - November 2013 to September 2014

- Operate forklift, pallet jack (manual and electronic).
- Receive, unpack, check, and store merchandise and materials.
- Fill requisitions and orders.
- Assists in maintaining daily operations including the maintenance of supplies.
- Assist and maintaining safety policies and procedures.

Team Leader/Fork Lift Operator

Motion Industries - Cicero, IL - March 2008 to November 2013

- Lead and supervised team to assure daily operations and procedures.
- Operated forklift, pallet jack (manual or electric),
- Received, unpacked, checked, and stored merchandise and materials.
- Filled requisitions and orders.
- Packed crates, and shipped products and materials to distribution center, departments, or assembly line.
- Performed a variety of tasks. Works under general supervision.

Reset Specialist/Team Leader

Mudd Lyman Reset Company - Skokie, IL - October 2005 to May 2008

- Three years experience working in retail/retail services environment.
- Completed set of tools (including cordless drill and mallet).
- Worked flexible shifts and locations independently to meet deadlines and achieved results.
- Reset plan-o-grams as agreed to with Home Depot.
- Lead a team of 15 and performed reset work alone depending on the scope of the reset project.

- Reported completion of reset work including pictures utilizing company provided PDA and camera equipment.
- Ensured product area is clean and well maintained, according to vendor specifications.
- Complete periodic surveys, and report the results of those surveys
- Completed minor plan-o-gram changes, as required.
- Work in new store openings and re-merchandising projects, as needed.
- Understood vendor-specific product knowledge, and communicate that knowledge to Home Depot personnel when requested.
- Provided continuous courteous and professional customer service to vendors, Home Depot personnel and Home Depot customers.

Forklift Driver

Crown Industries - Windsor, WI - May 2003 to February 2004

- Operated forklift, pallet jack (manual or electric),
- Received, unpacked, checked, and stored merchandise and materials.
- Filled requisitions and orders.
- Packed crates, and shipped products and materials to distribution center, departments, or assembly line.
- Performed a variety of tasks. Works under general supervision.

Framer Technician

Dalton Steel Structure - Windsor, WI - May 1998 to December 2002

- Assisted in laying out the job, cutting studs, installing studs, cutting and installing
- Clean constructions site to eliminate possible hazards.

EDUCATION

Diploma

Proviso East High School - Maywood, IL
May 1988

SKILLS

Certified forklift operator (10+ years)

ADDITIONAL INFORMATION

Maintained Professionalism and respect while supporting operational staff
Embraces growth and change
Professional, responsive and courteous
Builds solid working relationships with peers and management
Builds rapport and builds trust in all facets of the company
Reliable, self motivator, energetic with a strong work ethic