

# LaDon Garrett

Milwaukee, WI

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In my years of work experience, I have acquired numerous of skills. Learning how to operate Fork-lifts, Motorized pallet jacks, as well as, the safety rules of OSHA. Adding new knowledge to my list of skills motivates me to want to continue on this learning journey. My goal is to expand my knowledge in the work area and wish to grow and develop as a professional equipment operator and become a valuable asset to the team.

## WORK EXPERIENCE

### **General Laborer**

IBCC Industries Inc - Saint Francis, WI -

June 2018 to Present

Ensure regulated and proper headgear, ear plugs, gloves, safety glasses and clothing are worn.  
Unload tools, prepare building site materials, stack building materials, and set up equipment.  
Clean and clear debris and hazardous materials.  
Ensure construction equipment and tools are cleaned and stored properly.

### **Employee**

SEEK Careers/Staffing - Milwaukee, WI -

November 2017 to Present

### **Woodshop Worker (Temp)**

Central Garden & Pet - Franklin, WI -

May 2018 to June 2018

Build furniture using hand tools.  
Cut, shape, and smooth wooden parts.  
Sand products using sander or sandpaper.  
Use automated machinery, such as computerized numerical control (CNC) machines.  
Complete all stages of woodworking process.

### **Janitorial Worker (Temp)**

Samuel Son & Co - Milwaukee, WI -

April 2018 to May 2018

Reports any maintenance concerns or repairs to the appropriate personnel.  
Provides assistance to maintenance staff and other staff members as needed.  
Cleans as directed by way of mopping, dusting, vacuuming, and trash removal.  
Performs other related duties as assigned or requested.

### **Warehouse Worker (Temp)**

TAX AIR FREIGHT - Cudahy, WI -

February 2018 to March 2018

Set up machines to start a production cycle.  
Control and adjust machine settings

### **Warehouse Worker (Temp)**

Home Delivery Link - Cudahy, WI -

January 2018 to February 2018

Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.  
Maintains truck or van by completing preventive maintenance requirements; arranging for repairs.  
Maintains quality service by following organization standards.  
Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.  
Contributes to team effort by accomplishing related results as needed.

### **Printing Operator (Temp)**

PeopleScout MSP LLC/ - Franklin, WI -

December 2017 to January 2018

Operate printing machine.  
Run several presses with different size and color capacities.  
Prepare machines for printing.  
Press operators prepare machines for printing.  
Make quick corrections to avoid expensive losses of paper and ink.  
Perform preventive maintenance.

### **Dog Handler**

Accommodating Pet - Milwaukee, WI -

July 2017 to August 2017

Treat each pet with respect and decency.  
Sweeping, vacuuming, mopping, and sanitizing kennels and kennel equipment.  
Keeping the play yard clean and poop free.  
Emptying trash cans and poop bins regularly.  
Disinfect facility and yards.  
Wash and clean kennel and play equipment.  
Maintain a clean and well-kept facility.  
Use basic obedience commands for manners reminders and dog handling.

### **Crew Member/Cook/Team Leader**

Wendy's - Greenfield, WI -

April 2016 to May 2017

Prepare quality products while maintaining proper food safety practices, portion control and presentation within service goal times.

Cleaned and organized work space.

Organized order to make sure that they were correct.

Greet guest with a pleasant attitude.

### **Retail Sale Representative**

Mared Industrial Inc. - West Allis, WI -

January 2016 to April 2016

Greet and direct customers.

Provide accurate information (e.g. product features, pricing and after-sales services).

Conduct price and feature comparisons to facilitate purchasing.

Manage returns of merchandise.

Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times).

Inform customers about discounts and special offers.

Stay up-to-date with new products/services.

Provide customer feedback to the Store Manager.

### **EDUCATION**

**GED in My Fields of study were construction and Biology. Taking these classes help me understand what people want in their work area.**

Adult Learning Center - Milwaukee, WI

February 2016 to April 2016

### **SKILLS**

Forklift Operator (1 year), Machine Operator (1 year)

### **CERTIFICATIONS/LICENSES**

#### **Forklift Certified**

To be able to have my fork lifting certification i took classes at MCSC in the year of 2017. Over the 2 weeks of working with MCSC i have accomplished getting certified to drive a fork lift. Working with MCSC I have also be able to accomplished my OSHA 10 training.

#### **OSHA 10**

November 2017 to Present

Took OSHA classes to expand my knowledge on warehouse rules and regulations as well as safety. Taking OSHA classes helped me learn about hazardous chemicals that could be around the work area. OSHA has taught me to look out for hazardous signs as well as "Lock out tag out".