

Donita Henley

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MACHINE OPERATOR AND STOCKER WITH FOUR PLUS YEARS EXPERIENCE REVIEWING WORK ORDERS AND RUNNING SEVERAL DIFFERENT MACHINES SIMULTANEOUSLY IN A FAST PACES WAREHOUSE ENVIRONMENT. CURRENTLY, I AM SEEKING EMPLOYMENT WITH A GROWING COMPANY WHERE I CAN UTILIZE MY MANY SKILLS.

Authorized to work in the US for any employer

Work Experience

Material Handler/Forklift Operator

DHL Supply Chain Singapore - Mequon, WI

October 2017 to Present

Driving the stand up folk lift moving the material to different location and putting up material in the racks confirming the picks and puts in he computer

Machine Operator/Forklift Operator

HELLERMANN TYTON - Milwaukee, WI

January 2012 to April 2017

Responsibilities

Run machines and maintained logs and lists and then load product on truck

Accomplishments

Got things done on time and right

Customer Sales Associate

Lids - Waukesha, WI

November 2015 to May 2016

Responsibilities

Talk to customers and try to get them to buy the products. Interact with the ccustomer's stock hats

Accomplishments

Got a lot of sales, was being very generous to customers

MACHINE OPERATOR

Quad Graphics - Pewaukee, WI

2010 to 2011

Measured instruments to verify compliance with precise specifications.

Maintained logs, list, and files and promptly completed all necessary paperwork.

Measured, marked, and indicated proper dimensions and reference points on materials and work pieces for future reference.

Stocking

STOCKING at Miller Park - Milwaukee, WI
2009 to 2010

Milwaukee, WI 2009/2010

Loaded product weighing 50 pounds or more onto trailers for delivery.

Reported inventory balances and cycle counts.

Evaluated and reconfigured systems to support customer service and operational goals.

Stacked and transported all overstock to storage areas.

Communicated with floor managers to determine merchandise placements.

Shipping and Receiving

Education

General Studies

Bloom High School

University of Wisconsin - Milwaukee, WI

Skills

Forklift, Warehouse Associate, Forklift Driver, Reach Truck, Reach

Certifications/Licenses

Certified Forklift Operator

April 2016 to Present

Certified for Scissors lift

January 2018 to Present

Additional Information

SKILLS

- Ability to multi task in loud fast paced environment
- Result and goal oriented
- Initiative to work independently
- Strategic thinker
- Excel and Microsoft