**Solinuu Leae**

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**Objective**

High-energy forklift driver with hands-on experience working in diverse and fast-paced warehouse settings. Skilled in pallet building, inventory management and merchandise relocation. Exceptional eye-hand coordination. Work well collaboratively as well individually. Known to take and follow instructions accurately.

# **Skills**

* Safety Conscious • OSHA Certified
* Leadership Experience • Can lift up to 70 pounds
* Time Management Ability • Very Organized
* Able to stand for extended time • Team Player
* Detail-oriented • Dependable

# **Experience**

## 2017-2018

### **Forklift Driver | Trophy Litho | Tukwila, Washington**

Operate powered industrial trucks to load and unload materials and deliveries and move them to and from storage areas, machines, and loading docks, into trucks. Scanning product barcodes, locating and moving stock of products to pallets or crates for storage or shipment. Assemble orders for shipment and assist cleaning up warehouse. Identify damages and report shortages or quality deficiencies. Inspect machinery to determine the need for repairs and guarantee safety by performing regular maintenance. Keep updated records of inventory and activity logs. Comply with company policies and legal guidelines. Help maintain a safe and orderly environment of the facilities.

## 2016-2017

### **Mixer/Baker/Receiving | Marsee's Baking | Kent, Washington**

Check the quality of ingredients, prepare equipment for baking, measure and weigh flour and other ingredients. Combine measured ingredients in mixers or blenders, knead, roll, cut, and shape dough, place dough in pans, molds, or on sheets. Set oven temperatures, place and bake items in hot ovens or on grills, observe color and state of products being baked. Apply glazes, icings, or other toppings using spatulas or brushes. Used high-volume mixing machines, ovens, and other equipment to mass-produce standardized baked goods carefully following instructions for production schedules and recipes. Stand-up forklift stacking items on pallets so they can be loaded onto trucks for delivery. Assist with the receiving and distribution of goods and transferring supplies from department to department. Properly stored and labeled all materials, cookies and baked goods. Replenishes, restocks and rotates all raw ingredients, packing material and factory supplies to ensure that all merchandise will be used before expiration date.

## 2006-2016

### **Warehouse Associate/Forklift Driver | Staffing Agencies | Seattle-Kent-Auburn-Sumner, Washington**

Process, package and ship orders accurately, organize stocks and maintain inventory. Inspect products for defects and damages, examine ingoing and outgoing shipments. Organize warehouse space, receive, unload and place incoming inventory items appropriately. Check, verify and fill customer invoices. Abide by all company safety and hygiene regulations. Contribute ideas on ways to improve or optimize warehousing procedures. Keep warehouse clean and organized daily. Inspect forklift to ensure that it is in proper working order prior to each shift. Operate forklifts to check levers and controls at the beginning of each shift. Perform maintenance on forklifts on a regular basis to ensure proper working order. Ensure that forklifts have sufficient fuel each day. Confer with supervisors and order pullers to comprehend daily work tasks. Accompany order pullers to storage areas and assist them in locating ordered items. Calculate how to operate a forklift by keeping in mind the position of the item to be picked. Load picked items from storage areas and stack them neatly on the forklift by keeping weight limitations in check. Drive forklifts to designated packing areas and unload items. Reload packed items onto forklifts and drive to the shipment or delivery pallets. Unload items on the shipping or delivery pallets by following safety protocols. Ensure item accuracy by referring to pulling orders and batch numbers. Work with order pullers to ensure that correct quantity of items has been picked and delivered. Report any damaged items to supervisors. Keep appropriate records of inventory of items. Ensure that items delivered to the shipment pallet are neatly stacked in the delivery vehicle. Provide delivery truck drivers with item information and give safety instructions.

# **Education**

***Renton Technical College***

* Certification 2007-2008
* Construction Trades Prep

***Cleveland High School***

* Diploma 1979