
Warehouse Driver Resume

Job Objective

To secure a position as Warehouse Driver with established company in which I can continue to grow and excel in this field for the good of the company

Highlights of Qualifications:

- Profound knowledge of state driving laws and applicable safety practices and procedures
 - In-depth knowledge of policies and procedures, glass-handling, inventory tracking and basic mathematics
 - Ability to safely operate a motor vehicle and lift up to 75 pounds on a regular basis
 - Ability to speak, read and comprehend instructions, short correspondence
 - Familiarity with forklifts, electric pallet jack, hand truck, pallet jack and push carts
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Professional Experience:

Warehouse Driver
RR Donnelley, Cottage Grove, MN
August 2005 – Present

- Obtained materials from vendors, stocked shelves and completed paperwork.
- Entered inventory transactions into inventory database.
- Utilized bar code readers to tag all CPE and materials received and assessed status changes.
- Packed customer orders according to specifications.
- Utilized computer programs designed to support various warehouse functions.
- Conducted periodic warehouse inventories.

Warehouse Driver
Safelite AutoGlass, Cottage Grove, MN
May 2000 – July 2005

- Received incoming inventory items, logged into warehouse system and stocked inventory in the proper location.
 - Inspected part numbers, cleaned and packed inventory items and loaded them onto company vehicles for delivery.
 - Checked inventory for defects, scratches or other damage and buffed scratches out of glass when necessary using appropriate equipment.
 - Organized and cleaned warehouse space and company vehicles.
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Education:

High School Diploma
South High School, Pueblo, CO

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