

# RITA KIEN

## Objective

To obtain a position in a Warehouse: Supervising, Shipping/Receiving, Forklift Driver, Inventory

## Qualifications

- Operate electric, gas, propane and diesel forklift.
- Monitor and maintain inventory.
- Schedule deliveries with drivers.
- Prepare shipments and unpack from stock.
- Supervise laborers and material handlers
- Fill customer orders from stock.
  - Load and unload materials from trucks
- Assign work schedules for warehouse crew
- Operate dollies and pallet jack and stack boxes

## Work Ethics

- Reliable
- Leadership ability
- Team-player
- Follow instructions

## Experience

XYZ SUPPLY, Waukegan, IL

**Forklift Driver, Warehouse Supervisor, 2008**

TOYS, Vernon Hills, IL

**Cashier and Night Crew Worker, 2007 to 2008**

HUB Inc, San Antonio, TX

**Stocker, 2006 to 2007**

## Language

Spanish - Speak fluently

## Education

**1993**

D.D.Eisenhower High School, Chicago, IL.

H.S. Diploma