

Kingston Thompson

📞 (937) 555-6183 ✉️ kingston.thompson@example.com 💼 [linkedin.com/example/kingstonthompson](https://www.linkedin.com/example/kingstonthompson) 📍 Dayton, OH 45402

SUMMARY

Distribution **forklift operator** with three years of experience supporting regulated food and nutrition manufacturing warehouses. Handles sit down forklift operation, Cambar radio frequency inventory transactions, **RF terminals, shipping and receiving** documents, FIFO movement, lot control, release status checks, production line replenishment, label control, inventory reconciliation, and warehouse sanitation. Reads ship orders, packaging lists, invoices, freight bills, and **warehouse records** with care. Verifies commodity numbers, quantities, lots, and movement status before storage or shipment. Works safely in clean manufacturing areas, noisy warehouse settings, and physically demanding conditions involving prolonged sitting, standing, and lifting up to 50 pounds. Communicates clearly with production, shipping, receiving, and quality teams while resolving inventory discrepancies and supporting accurate traceability.

EXPERIENCE

Forklift Operator, Distribution
Riverbend Nutrition Logistics

October 2024 Present
Springfield, OH

- Supports receiving, reserve storage, production staging, and **finished goods** operations in a regulated nutrition warehouse. Uses sit down forklifts, push pull attachments, RF terminals, warehouse records, and shipping documents to maintain safe, traceable product flow. Partners with production and shipping teams while preserving FIFO rotation, lot accuracy, release controls, and clean work areas.
- Verified RF item, lot, **quantity**, location, and **release status** before each warehouse movement.
 - Maintained **FIFO** rotation while replenishing **production lines** and staging finished pallets for shipment.
 - Compared **packaging lists** and freight paperwork with loads, stopping mismatches before controlled inventory shipped.
 - Reconciled location and quantity discrepancies through physical checks and RF transaction review.
 - Kept aisles and staging areas clean while following PPE, pedestrian controls, and quality procedures.

Warehouse Associate and Forklift Operator
Summit Food Distribution

September 2023 September 2024
Vandalia, OH

- Advanced from warehouse picking into regular sit down forklift assignments after supervised equipment qualification. Supported raw material and **finished goods** handling through RF transactions, FIFO rotation, production handoffs, receiving checks, and end of shift housekeeping. Protected lot separation and accurate system locations across changing warehouse priorities.
- Earned regular **sit down forklift** assignments after supervised qualification and safe equipment operation.
 - Picked **raw materials** and finished cases by item and lot using handheld RF transactions.
 - Rotated date sensitive inventory through FIFO rules and documented exceptions for supervisor review.
 - Delivered staged materials to production handoff points without mixing lots or release statuses.
 - Compared received materials with packing lists and freight documents before put away.
 - Completed housekeeping and equipment checks, supporting safe turnover for each warehouse crew.

PROJECTS

- Warehouse Traceability Improvement** 📅 2025
- A careful inventory check helped identify gaps between physical locations and RF records. Reviewed movement steps, lot details, and release status checks, then supported clearer reconciliation practices for safer product flow.
- Production Material Flow Support** 📅 2024
- Reliable staging made a difference during busy production periods. Coordinated raw material handoffs, FIFO movement, and finished pallet staging while keeping labels, lots, and warehouse records aligned.

LEADERSHIP & AWARDS

- Recognized by warehouse leadership for dependable forklift operation and accurate inventory handling.
- Selected for regular equipment assignments after supervised sit down forklift qualification.
- Trusted by peers for clear communication during receiving, staging, and discrepancy review.

EDUCATION

High School Diploma
Wayne High School GPA: 4.0

2023
Dayton, OH

Coursework: Computer operations, workplace safety, nutrition science, written communication

CERTIFICATIONS

- Employer Sit Down Forklift Operator Qualification 📅 2024
- Warehouse Safety Fundamentals, OSHA Education Center 📅 2025

TECHNICAL SKILLS

- **Forklift Equipment:** Sit down forklift, push pull attachment, forklift safety
- **RF Inventory Systems:** Cambar RF, RF terminals, handheld scanners
- **Warehouse Transactions:** Put away, picking, receiving
- **Shipping Documents:** Ship orders, packaging lists, freight bills
- **Inventory Controls:** FIFO, lot control, release status
- **Material Handling:** Raw materials, finished goods, pallet staging
- **Production Supply:** Line replenishment, material handoffs, production staging
- **Label Management:** Mobile security carts, work orders, label control
- **Quality Operations:** Quality systems, traceability, sanitation
- **Safety Practices:** PPE, pedestrian controls, equipment checks
- **Warehouse Records:** Inventory records, quantity checks, location audits

SKILLS

- | | | | |
|----------------------|----------------------------|----------------------------|-------------------------|
| • Forklift operation | • Label control | • Finished goods | • Troubleshooting |
| • RF terminals | • Shipping and receiving | • Production replenishment | • PPE |
| • FIFO | • Inventory reconciliation | • Quality systems | • Freight documentation |
| • Lot control | • Raw materials | • Warehouse sanitation | |

PROFESSIONAL AFFILIATIONS

- Warehouse safety and quality team participant, supporting clean aisles, PPE use, and safe handoffs.
- Production and shipping coordination partner, helping maintain accurate material flow and traceability.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST