



Kingston Thompson

(312) 555-1234 ✉ kingston.thompson@email.com

🌐 linkedin.com/in/kingston-thompson 📍 Chicago, IL 60616

SUMMARY

Dedicated equipment operator with over a year of experience in fast-paced warehouse environments. Demonstrated expertise in forklift operation and adherence to safety protocols foster strong operational outcomes. Proven ability to manage inventory effectively while maintaining high standards of accuracy is essential for success. A team player recognized for effective communication skills that bolster teamwork and promote a safe work environment. Eager to leverage hands-on skills and attention to detail to contribute significantly to operational success across the organization.

EXPERIENCE

Forklift Operator

GreenLeaf Logistics

June 2025 - Present

Chicago, IL

- Responsible for operating equipment to manage warehouse operations and enhance productivity. Focused on adhering to safety protocols, ensuring compliance through routine checks, and directly contributing to the organization's operational success.
- Operate forklifts and pallet riders daily, transporting goods efficiently within a busy warehouse environment.
 - Conduct thorough safety inspections on equipment and report malfunctions or hazards promptly to supervisors.
 - Assist in loading/unloading merchandise from trailers, accurately placing products in designated zones according to workflow needs.
 - Maintain meticulous inventory records using manual systems and RF technology, optimizing stock management processes.
 - Participate actively in safety training sessions, promoting compliance with cGMPs among all team members.
 - Collaborate closely with colleagues to maintain stock levels and streamline inventory flow throughout shifts.

Warehouse Associate

Swift Distribution

January 2025 - May 2025

Aurora, IL

- Engaged in critical support activities for warehouse operations focusing on efficiency and safety, working collaboratively with peers to achieve seamless task execution. Responsible for upholding best practices in inventory handling.
- Assisted with daily operations including sorting, packing, and shipping goods to ensure prompt delivery and customer satisfaction.
 - Enhanced inventory management by conducting regular counts, tracking discrepancies, and supporting reconciliations.
 - Operated hand and power equipment following strict safety procedures, consistently protecting team members and minimizing risks.
 - Ensured cleanliness and organization of work areas to comply with stringent safety regulations, enhancing operational efficiency.
 - Maintained open communication with team members, proactively resolving operational issues to minimize downtime.
 - Recognized by leadership for sustaining high accuracy rates during inventory management processes.

LEADERSHIP & AWARDS

- Employee of the Month for outstanding performance and safety adherence in April 2026
- Certified Forklift Operation Excellence Award for continuous improvement in operations March 2025

EDUCATION

High School Diploma

Chicago High School GPA: 3.6

2024

Chicago, IL

Coursework: Mathematics, Science, English, Business Management

CERTIFICATIONS

- Forklift Certification 📅 2025
- Safety Training Certification 📅 2025

TECHNICAL SKILLS

- **Warehouse Operations:** Forklifts, Pallet Riders, Inventory Control
- **Safety Practices:** cGMP, Safety Inspections, Hazard Reporting
- **Inventory Technologies:** RF Scanners, Manual Counts, Data Entry Systems
- **Maintenance Procedures:** Cleaning Protocols, Equipment Inspections, Damage Reporting

- **Team Effectiveness:** Collaboration Tools, Communication Platforms, Team Meetings
- **Operational Improvement:** Process Streamlining, Best Practice Sharing, Continuous Feedback
- **Loading Procedures:** Shipment Tracking, Product Placement, Organization Methods
- **Training Procedures:** Safety Training, Peer Learning, Skill Enhancement
- **Reporting Standards:** Safety Reporting, Performance Metrics, Schedule Coordination
- **Operational Policies:** Practice Compliance, Regulation Adherence, Workplace Safety

SKILLS

- | | | | |
|------------------------|---------------------------|-------------------|-------------------------|
| • Forklift Operation | • Attention to Detail | • Problem Solving | • Team Engagement |
| • Inventory Management | • Effective Communication | • Replenishment | • Equipment Safety |
| • Safety Protocols | • Loading/Unloading | • Pallet Building | • Customer Satisfaction |
| • Team Collaboration | • Data Entry Systems | • Cycle Counting | |

PROFESSIONAL AFFILIATIONS

- Member of Local Warehouse Safety Committee advocating for workplace safety and employee well-being.
- Active participant in community clean-up events promoting safety and environmental awareness.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST