

# Dawn Lee

Penn Valley, CA      ♦      (530) 432 - 0927      ♦      bill.sinor@sbcglobal.net

**OBJECTIVE:** Highly-motivated and personable individual seeking a warehouse/forklift operating position with a company that values responsible, hard-working employees and allows for upward mobility within the company.

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## CORE STRENGTHS & PERSONAL ATTRIBUTES

- ♦ Detail-oriented, hard-working and able to multi-task
- ♦ Skilled at trouble-shooting and solving problems
- ♦ Passionate about performing tasks efficiently
- ♦ Flexible and adaptable to changing environments
- ♦ Excellent communicator capable of working with people from diverse backgrounds
- ♦ Ability to work effectively with a team as well as independently
- ♦ Enjoy learning new information and skills

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## LICENSES & CERTIFICATIONS

- ♦ Forklift Operator Class IV/V (Licensed since 2015)
- ♦ Standup Class II Narrow Aisle Lift Truck (Certified since 2015)
- ♦ Electric Pallet Jack (Certified since 2015)
- ♦ Propane and Chemical Inventory & Refilling (Certified since 2016 through AmeriGas)

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## WORK EXPERIENCE

### *Camp Parks, Dublin CA*

*2015 – 2016*

Warehouse Utility Technician: Responsible for overall operation and sanitation of warehouse and other storage areas that provided food and supplies for a multi-structure facility that served 3 meals per day to approximately 1,200+ adults. Duties included receiving, storing and issuing food and supplies and maintaining a current, continuous inventory of all items received and disbursed from warehouse and other storage areas (by reference of a computer-based master list). Upon receipt or disbursement, promptly delivering perishable and frozen goods, rotating all stock inventory to assure usage of all perishable items within span of manufacturer or distributor recommended shelf-life. On basis of stock-pull sheets received from food service supervisors, assembling and delivering the necessary foods and other items for each ensuing day. In addition, responsible for daily maintenance of electric, propane and diesel forklifts, and operating the same in crowded warehouse areas with multiple-height pallet racks, as well as loading and unloading of delivery trucks from ground and dock levels. (Licenses include Forklift Class IV/V, Standup Class II, Electric Pallet Jack, and Propane Certified, Chemical Inventory and Refilling.)

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## ***Sport Clips, Yuba City, CA***

**2012 - 2013**

Hair Stylist: Provided hair-styling services to clients in very high-volume salon and responsible for product sales and management of inventory.

## ***Reflections Hair Studio, Penn Valley, CA***

**2008 - 2011**

Hair Stylist, Independent Contractor: Rented salon space to provide hair-styling services to my clients and walk-in customers. Additional responsibilities including advertising, product sales and management of inventory.

## ***Hope House, Grass Valley, CA***

**2009 – 2010**

Drug Counselor, C.A.R.R./R.A.S.: Provided one-on-one assessments for clients assigned to in-house/inpatient facility. Also counseled approximately 4 to 5 clients per week, created monthly treatment plans for clients, crisis management and intervention, taught anger management classes.

## ***Shear Bliss Contemporary Salon, Nevada City, CA***

**1998 - 2006**

Salon Owner/Hair Stylist: Managed high-volume, multi-chair salon with various independent contractors who rented space including 3 nail technicians, 4 hairstylists, and a receptionist. Responsible for all aspects of the business including marketing/advertising strategies to obtain new clients and retention of existing clientele, providing hair-styling services to clients, participating in hair shows, hiring and supervising independent contractors, product sales and management of inventory and other supplies, shipping, receiving, bank deposits and accounting of daily/weekly revenue. (Became certified Redken Specialist from 2000 to 2006.)

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## **EDUCATION**

- Breining Institute (Drug Counselor, C.A.R.R./R.A.S., Graduated in 2010)
- Jerry Lee Beauty School, Cosmetology (Licensed since 1992)
- Nevada Union High School, Diploma (Basic and Cosmetology)

***References Available Upon Request***