

# MAURICE WARD JR

30 north Athol, Baltimore, Maryland, 21229, US | 1 (410) 387-3049 | mwardjr3@gmail.com

## PROFESSIONAL SUMMARY

Willing to go above and beyond to meet tight deadlines and achieve company objectives.  
Efficient forklift driver capable of safely and efficiently operating a variety of warehouse equipment.  
Reliable forklift operator who enjoys working in a team environment to achieve challenging goals.  
Clear understanding of [Task] and [Task] as well as [Skill] training.  
who is well-versed in the safe operation of heavy machinery such as pallet jacks, cherry pickers, and forklifts.  
Physically fit and able to work around your schedule.  
Without supervision, efficiently followed directions.  
Looking for a position with a company that will allow me to advance.  
operations and safety requirements are familiar to you.  
Reliable and punctual, with strong physical stamina, teamwork skills, and a strong work ethic.  
Exceptional organizational skills and attention to detail are required.

## SKILLS

- Warehouse operations
- Computer literate
- Loading and unloading
- OSHA training
- Manufacturing and warehouse procedures
- Over-the-road transportation
- Results-driven
- Safe driver
- Safety standards and protocols
- Computer-savvy
- Flexible schedule

## EDUCATION

<b>High School</b>	1998
<b>Catonsville High School</b>	<i>Catonsville, MD</i>
<b>General Studies - Some college (No degree)</b>	
<b>CCBC Catonsville</b>	<i>Catonsville, MD</i>

## WORK HISTORY

<b>Picker</b>	March, 2024 to Present
<b>Chesapeake Beverage</b>	<i>Nottingham, MD</i>

- Used the system to receive orders and directions to the correct item locations.
- Rearranged boxes and aisles to create more floor space and allow forklift operators to move freely throughout the warehouse.
- Scanned packages and boxes before heading to the loading dock to prepare for shipment.
- Inspected products prior to shipment and upon arrival to maintain best-in-class service quality and high customer service standards.
- Chose products for specific routes and calculated precise placements by estimating weight, height, and center of balance.
- Double-checked packing slips and other paperwork to ensure that items requested by clients were properly packaged.
- Wrapped and boxed items quickly and correctly, maintaining uniformity to meet fulfillment targets.
- Had to pull orders quickly in order to meet tight deadlines.
- Willingly worked extra hours and shifts to meet tight shipping deadlines during busy periods.

**Installer Helper**

May, 2022 to March, 2024

**R & B Grove Cabinetry***Baltimore, MD*

- Used hand trucks, forklifts, and lifts to complete tasks and transport items.
- Put together millwork products in response to changing daily work orders and individual customer requirements.
- Transported [Product or Service] to customer locations.
- Ensured that the cabinets and countertops were properly fitted and looked after to fit into the desired installation area.
- Designed, built, and installed cabinetry and woodwork while staying within time and budget constraints for clients.
- Finished interior spaces with crown molding and other trim components to achieve the desired look.
- Had an excellent attendance record and was always on time for work.
- Honed and maintained tool and machinery skills, including mastery of the table saw, band saws, edge bander, clamps, and drills, and applied my knowledge to consistently produce high-quality work.

**Policeman**

October, 2003 to April, 2017

**Mayor & City Council***Baltimore, MD*

- Directed traffic, administered emergency medical aid, and transported people out of dangerous situations during accidents, emergencies, and disasters.
- Worked on detailed reports and paperwork for serving warrants, investigating criminal activity, and force deployments.
- Patrolled [Type] location to maintain law and order, deter and detect criminal activity, enforce laws and regulations, respond to citizen requests for assistance, and provide public safety.
- Investigated crimes and accidents while administering first aid, securing perimeters and accident scenes, and identifying and preserving evidence.
- Collaborated with court prosecutors and testified in court in support of [Number] cases per year.

**Forklift Driver/packing**

April, 1999 to September, 2003

**J O Spice Co***Halethorpe, MD*

- Used a [Type] forklift to load warehouse trailers.
- Double-checked items against documentation to ensure they were correct.
- Arranged loads in the most efficient way possible to maximize work efficiency.
- Took orders out of storage, wrapped them, and staged them for shipment.