



## Nina Ostapkowicz

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Joliet, IL 60432

### SUMMARY

I can offer putting a hard days work, being punctual, accepting any extra work that is given to me, staying overtime if needed, and the most important is working safely by following company and OSHA Regulations.

### SKILLS

- Material Handling
- Stock Rotation
- Forklift Operation
- Pallet Jack Operation
- Warehouse Organization
- Materials Handling and Transp
- Good Housekeeping
- Positive Attitude
- Truck Loading and Unloading

### EXPERIENCE

#### Material Handler

Romeoville, IL

Fed Ex Ground/ Jan 2024 to Current

- Collaborated with other movers when loading large equipment to prevent potential accidents.
- Protected company inventory by maintaining and organizing storage areas.
- Placed bins, carts and containers in convenient locations to assist with loading efficiency.

#### Union Roofer

Lake Zurich, IL

All American Exterior Solutions/ Jan 2021 to Nov 2023

- Performed preventive maintenance on tools and equipment used in job activities.
- Diagnosed and identified sources of leaks, developing plans for repairs from total tear-offs to patchwork.
- Participated in all phases and types of commercial roofing.
- Inspected existing roofs for damage or leaks and applied sealants when necessary.
- Communicated clearly and reliably with foreman and crew leaders, highlighting safety concerns and detailing project progress.

#### Reach Truck Operator

Elwood, IL

C.J Logistics/ Jan 2019 to Dec 2021

- Organized product in appropriate shelving units according to company guidelines.
- Secured loads on pallets to minimize damage and worker injuries.
- Loaded items to maximize work efficiency.
- Operated a Reach Truck to move materials and products in warehouse facility.

### **Reach Truck Operator**

Elwood, IL

DHL Supply Chain/ Oct 2015 to Dec 2019

- Organized product in appropriate shelving units according to company guidelines.
- Secured loads on pallets to minimize damage and worker injuries.
- Loaded items to maximize work efficiency.

## **EDUCATION AND TRAINING**

### **Associate of Applied Science: Paralegal**

Robert Morris University - Illinois Jun 1998

Chicago, IL

### **High School Diploma**

Morton East High School Jun 1995

Cicero, IL