



Ana Ellison

Lead Handler

Warehouse professional with 6 years of experience training handlers, coordinating daily truck loading operations, and maintaining dock safety across distribution and freight environments. Reduced the quarterly accident rate by 27.3% through redesigned forklift travel lanes and protected \$52,700 in on-hand inventory through disciplined equipment storage practices. Holds a Powered Industrial Truck (Forklift) Operator Certification and an AAS in Business Administration.

CONTACT INFORMATION

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EDUCATION

AAS in Business Administration
Iowa Valley Community College,
Marshalltown, IA 2018 - 2020

KEY SKILLS

- Forklift Operation
- Pallet Jack Operation
- RF Scanner
- Conveyor Belt Systems
- Warehouse Management System
- DOT Shipping Compliance
- OSHA Safety Standards
- Trailer Loading Sequences
- PPE Compliance
- Container Labeling and Tagging

PROFESSIONAL EXPERIENCE

Lead Handler I 2023 - Present

Skunk River Distribution Co., Grinnell, IA

- Trained 9 new hires on forklift safety, RF scanner use, and trailer loading sequences, bringing each to full productivity within 12 days.
- Coordinated loading of 14 outbound trucks daily, sequencing palletized freight by route to cut average dock-to-departure time from 48 to 31 minutes.
- Reduced the quarterly accident rate by 27.3% after redesigning forklift travel lanes and adding mirror stations at 4 blind intersections on the dock floor.
- Operated forklifts and pallet jacks to move bales, bundles, and heavy items onto trailers, maintaining equipment storage areas to protect \$52,700 in on-hand inventory.

Package Handler II I 2021 - 2023

Cedar Bend Freight Solutions, Newton, IA

- Loaded an average of 11 outbound trucks per shift using a pallet jack and conveyor belt system, meeting departure windows for 97.9 out of every 100 trailers.
- Trained 4 new seasonal handlers on barcode scanning procedures and container tagging, reducing onboarding time from 9 days to 6 days.
- Attached identifying tags and marked containers with route and SKU information, supporting accurate sortation across 3 loading bays.
- Identified a recurring forklift brake issue and reported it to maintenance, preventing potential accidents during a 14-hour peak-season shift.

Package Handler I 2020 - 2021

Meskwaki Trail Logistics, Marshalltown, IA

- Loaded 8 outbound trucks daily during evening sort, scanning each parcel with an RF scanner to verify label accuracy before placement.
- Maintained equipment storage areas for pallet jacks and hand trucks, completing end-of-shift inspections in under 15 minutes.
- Completed Powered Industrial Truck Operator training and earned forklift certification within the first 90 days on the job.

CERTIFICATIONS

- Powered Industrial Truck (Forklift) Operator Certification, Skunk River Distribution Co., under OSHA standard 29 CFR 1910.178(l), 2025