

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Backroom Associate- Company / Location

MONTH YEAR - Present

- Tracked inventory shipments for processing.
- Moved pallets and boxes via forklift or other machinery as necessary.
- Physically lift at least 50 lbs of shipment.
- Organize the inventory to ensure it gets placed in the right space.
- Work as a team to ensure all merchandise is loaded and unloaded as necessary.

General Labor Warehouse Employee - Company / Location

MONTH YEAR – MONTH YEAR

- Arrive promptly for all scheduled shifts to ensure all inventory is dealt with on the day it needs to be.
- Comply with all OSHA and warehouse safety protocols to prevent injuries to myself and others.
- Use the forklift and other machinery to move shipments and inventory around easily.
- Adapt to shipping delays and prioritize inventory as necessary.
- Assisted in safety protocol training of new general labor employees.

Project Experience

- Identified opportunities for a more efficient strategy to unload and load inventory to streamline our processes.
- Develop safety brochures for new employees to review outside work to prevent accidents and injuries.
- Improved the cataloging process by creating a simpler system with all the necessary information without taking too long to fill out.

Education

High School Diploma - River High School

MONTH YEAR

- GPA: 3.5
- AWARD
- AWARD

AA Degree in logistics- River Community College

May 2009

- GPA: 3.7
- AWARD
- AWARD

Skills

Expertise

- Communication skills
- Forklift operation
- Mechanical skills
- Ability to lift a minimum of 50 lbs
- Knowledge of safety protocols
- Inventory tracking and cataloging

Licenses & Accreditations

Licenses Licenses & Accreditations

- Forklift Certification
- OSHA Safety Certificate