

John Smith
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CAREER HIGHLIGHTS

- Sustained zero safety hazards by proactively maintaining a clean and organized warehouse environment
- Achieved exceptional levels of customer satisfaction through timely, accurate processing and shipping of orders
- Commended for team-oriented attitude, contributing to improved efficiency and nearly 100% accuracy in order tracking and processing
- Contributed to development of new processes that reduced shipping time by two days and resulted in improved customer satisfaction
- Handled shipping of high-value items with zero instances of damaged goods

SKILLS & QUALIFICATIONS

- Extremely reliable and safety conscious with solid experience in warehouse operations including loading and unloading trucks; shipping and receiving orders; order picking/packing; staging and stocking
- Excel at accurately labeling freight, monitoring inventory, calculating and verifying quantities, and using computers to maintain records and track shipments within high-volume warehouse environments
- Proficient in the use of pallet movers, standup forklifts; swing-reach trucks; and order pickers; troubleshoot breakdowns and call for repairs
- Readily support new processes and promote team-oriented environment to enhance productivity, build morale and control costs
- Possess valid driver's license; excellent driving record, forklift operator certified; and ability to lift 100 pounds

PROFESSIONAL EXPERIENCE

Warehouse Associate

Shipping Systems Corp., Miami, Florida (12/2011 to Present)

Responsibilities: Prepare and process a wide variety of shipments; pull and package merchandise. Operate forklift, pallet mover, sing-reach truck, and picker to transport, stage and store freight. Load and unload trucks, perform cycle counts, and use computer to track shipments and inventory. Coordinate warehouse operations to support internal and external customers; informally training train new team members. Ensure compliance with environmental health, safety and corporate regulations.

Shipping Clerk/Order Picker

Product Distributors, Miami, Florida (10/2005 to 11/2011)

Responsibilities: Documented distribution flow, prepared mailing labels and tracked shipments using proprietary database; ensured timeliness and accuracy. Recorded, monitored and reported inventory levels to warehouse supervisor. Pulled and packaged large volume of shipments daily and recorded weight; compiled and organized documentation for management

EDUCATION

Associated Degree, Liberal Arts

Miami Dade College, Miami, Florida

Certified, Forklift Operator

Product Distributors, Miami, Florida