**Warehouse Worker Resume Sample 1**

**Kendra B. Kohn**2786 Candlelight Drive, Brunswick, Tennessee 38014
*Kendra.kohn@email.com*
(281) 451 6464

**A. Summary**

Experienced warehouse worker, in great physical shape. Worked in the field for more than 4 years. Gained in-depth knowledge of warehouse operations and practical ways in which to handle heavy items, while observing all work safety regulations, and ensuring the safety of other employees.

**B. Working Experience**

**November/2014 - Present - GAF - Statesboro, Georgia**

**Responsibilities:**

* In charge of organizing the merchandise in an efficient way by using the fork lift and pallet jack.
* In charge of dealing with clients’ complaints in a professional manner.
* Responsible for analyzing and interpreting blueprints and complex technical instructions.
* Worked overtime when necessary.
* Kept the work area clean and in order.
* Used warehouse software.
* Handled basic computer operations.

**Achievements:**

* Always arrived on time.
* Never received any complaints from clients or from the management.

**October/2012 - November/2014 - Matheny Motors - Mineral Wells, West Virginia**

**Responsibilities:**

* In charge of loading and unloading merchandise.
* Reported to the warehouse assistant or manager.
* Packed, unpacked, labeled, and wrapped different items.
* Matched sales with purchase orders, and read/handled customer purchase orders.
* Responsible for sorting and placing items where they belonged.
* Distributed items to shipping based on data orders.
* Ensured that the working area was safe for all the employees.
* Kept the working area and machines clean.

**Achievements:**

* Repaired damaged vehicles on more than one occasion, without calling for specialized help.
* Supervised and trained newly hired staff in less than 2 weeks.

**C. Education and Academic Training**

High school degree, Bristol Tennessee High School, Bristol, TN, 2009

**D. Job Related Skills**

* Loading and unloading different products and items.
* Wrapping, labeling, and categorizing different items.
* Double checking that all the items are in order.
* Handling records, files, and documents.
* Tracking orders and knowing how to keep logs.
* Experienced with the fork lift and with pallet jack operations.
* Physical capacity to stand up for hours and lift heavy items.

**E. General Skills**

* Meeting strict deadlines in a timely fashion.
* Proven experience in performing repetitive actions.
* Endurance when it comes to hard work.
* Stamina.
* Patience.
* Detail-oriented.
* Organized.
* Basic computer knowledge.