

# Warehouse Worker Resume Sample 1

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## **Kendra B. Kohn**

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## **A. Summary**

Experienced warehouse worker in great physical shape. Worked in the field for more than 6 years at two different companies. 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. Looking for a workplace where I can further develop my skills as a warehouse worker, and where I can be awarded more responsibilities.

## **B. Working Experience**

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

### **Responsibilities:**

- In charge of organizing the merchandise in an efficient way by using the forklift 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.
- Was recognized as Employee of the Month on more than one occasion.

**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.
- Received constant bonuses for my performance.

### **C. Education and Academic Training**

High school degree, Bristol Tennessee High School, Bristol, TN, 2009  
KMI Learning Warehouse Staff Training Course, 2014

### **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 forklift 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.