

Warehouse Worker Resume Sample 2

Ivan A. Shaw

986 Nash Street, Hickory Hills, Illinois 51342

ivan.shaw@email.com

(312) 965 6802

A. Summary

Highly trained warehouse worker, dexterous when it comes to operating fork trucks, and loading and unloading both heavy and fragile items, while adhering to strict security policies and procedures. Excellent numerical skills and great physical health. Able to work prolonged hours while standing up. Experience working in a warehouse environment and being in charge of warehouse operations. Currently seeking a job where I can bring my skills set to benefit the company, and where I can learn new skills in my field.

B. Working Experience

July/2013 - Present - Schwan - Cedar City, Utah

Responsibilities:

- Delivered products from facilities to clients' homes, using specific tools to secure and transport them.
- Operated the forklift and pallet jack.
- Took care of documents related to job requirements, and memorized product codes for a better workflow and time management.
- Was in charge of disposing of unnecessary wrapping material.
- Collaborated with the manager in order to develop different strategies to increase productivity and efficiency.

Achievements:

- Devised a new product identification system that boosted the efficiency of operation by 40 percent.
- Trained many freshly-employed candidates.
- Received praise from managers for my hard-working nature.

September/2010 - July/2013 - US Foods - Montgomery, Alabama

Responsibilities:

- Kept logs of all products that were loaded in the delivery trucks, and double checked to ensure all products are in order prior to delivery.
- Verified if the products are outdated or not before delivering them.
- Ensured that all security procedures were being followed.
- Inspected the delivery trucks to see if everything is in order, and rewrapped products that needed to be rearranged for the delivery trip.
- Exhibited extra care when it comes to loading and unloading fragile products.
- Secured products and wrapped them as to avoid damage during delivery.
- Read blueprints and diagrams to make sure every delivery is in order.

Achievements:

- Loaded every product on time, in accordance with the transport's manifest.
- Received positive feedback from my supervisors.
- Received the Employee of the Month Award three months in a row.

C. Education and Academic Training

High school diploma, Hinsdale Central High School, Hinsdale, IL, 2007

Graduate School USA - Warehousing, Operations and Disposal Course - Washington/DC, 2015

D. Job Related Skills

- Knowing how to properly store items.
- Keeping track of products, deliveries, inventories.
- Dispatching products based on a schedule.
- Handling deadlines in a timely fashion.
- Stocking products using an organized, efficient method.
- Using quality assurance policies to stock products in a clean environment.
- Knowledge of warehouse software systems.

E. General Skills

- Cost-effective mindset.
- Excellent manual dexterity.
- Great physical condition.
- Capacity to lift heavy items.
- Proficiency in Office Pack.
- Excellent communication skills.
- Capacity to prioritize and multi-task.
- Basic numerical skills.