



OLIVIA SMITH

Distribution Technician

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PROFESSIONAL SUMMARY

Accomplished Distribution Technician with 7 years of extensive experience in inventory management, logistics coordination, and operational optimization. Expertise in utilizing material handling equipment and enforcing safety protocols to enhance efficiency. Driven to improve distribution processes and ensure timely delivery of goods while contributing to team success in dynamic environments.

WORK EXPERIENCE

Distribution Technician

Pineapple Enterprises

📅 Apr / 2020-Ongoing
📍 Santa Monica, CA

1. Executed effective inventory management practices throughout the distribution process.
2. Maintained precise electronic and physical inventory records for blood products and components.
3. Manufactured, stored, and distributed critical blood products and components.
4. Achieved production and distribution goals set by the department consistently.
5. Performed data entry and operated software related to production, labeling, storage, and shipping.
6. Ensured accurate and complete departmental records at all times.
7. Acted as a customer service liaison, enhancing communication between ARC and hospitals.

Distribution Technician

Lakeside Apparel Co

📅 Apr / 2018-Apr / 2020
📍 Chicago, IL

1. Inspected and maintained valves and pipes in approximately 100 manholes on steam systems.
2. Coordinated and supervised maintenance and repair jobs for optimal performance.
3. Led monthly readings for customer billing accuracy and efficiency.
4. Performed administrative duties to support operational functions.

EDUCATION

Associate of Applied Science in Logistics

Community College of Minnesota

📅 Apr / 2016-Apr / 2018
📍 Phoenix, AZ

Gained foundational knowledge in logistics management, supply chain operations, and inventory control.

SKILLS

Team Leadership



Customer Service Skills



Inventory Reporting



Product Knowledge



Scheduling Skills



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Swahili



Spanish

ACHIEVEMENTS

★ Reduced inventory discrepancies by 20% through improved tracking methods.

★ Streamlined shipping processes, resulting in a 15% reduction in delivery times.