



AMELIA MOORE

Graveyard shift

PROFESSIONAL SUMMARY

Experienced in overnight operations with a strong focus on inventory accuracy and efficient workflow management. Over two years in graveyard shifts, I excel at ensuring seamless transitions and maintaining high operational standards. My commitment to teamwork and problem-solving enhances productivity and supports business objectives.

WORK EXPERIENCE

Graveyard shift

Maple Leaf Consulting

Apr / 2024-Ongoing

Toronto, ON

1. Collaborated with team members to achieve nightly production goals and key performance indicators.
2. Trained shift personnel in goal-setting and personal development, enhancing team performance.
3. Ensured compliance with safety and operational procedures, fostering a positive work culture.
4. Coordinated material movement with production managers to optimize workflow.
5. Supported engineering teams by implementing preventative maintenance schedules.
6. Assisted in quality control processes, ensuring adherence to company standards.
7. Supervised night shift operations, focusing on efficiency and customer service excellence.

Graveyard shift

Summit Peak Industries

Apr / 2023-Apr / 2024

Denver, CO

1. Accurately selected products based on customer order specifications, ensuring fulfillment accuracy.
2. Loaded and unloaded products from delivery vehicles, maintaining organization.
3. Prepared products for shipment, verifying quantities and types to meet customer expectations.
4. Executed picking and packing duties efficiently to uphold service standards.
5. Utilized RF terminals for inventory tracking and order processing.
6. Sorted packages by scanning and reading labels to ensure proper destination.

EDUCATION

Associate of Applied Science in Business Management

Springfield Community College

Apr / 2022 - Apr / 2023

Denver, CO

Studied business principles, management strategies, and operational efficiency.

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SKILLS

Data Entry



Safety Awareness



Problem Solving



Multitasking



Critical Thinking



Dependability



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



French



Swahili

ACHIEVEMENTS

Reduced inventory discrepancies by 20% through improved tracking methods.

Streamlined the shift handover process, reducing transition time by 15%.