



JAMES CLARK

Fulfillment Order Filler

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PROFESSIONAL SUMMARY

Resourceful Fulfillment Order Filler with 5 years of experience in managing warehouse operations and ensuring precise order fulfillment. Proficient in utilizing inventory management systems and optimizing workflows to enhance productivity. Committed to maintaining safety standards and delivering exceptional service. Eager to contribute my expertise to drive operational excellence in a dynamic team environment.

WORK EXPERIENCE

Fulfillment Order Filler

Pineapple Enterprises

📅 Feb / 2022-Ongoing

📍 Santa Monica, CA

1. Ensure proper handling of fragile items to prevent damage during shipping.
2. Follow safety protocols to minimize accidents and injuries in the workplace.
3. Assist in inventory management by conducting regular stock counts.
4. Prepare shipping labels and documentation for outgoing orders.
5. Communicate effectively with supervisors regarding order issues or delays.
6. Adhere to company policies and procedures for order processing.
7. Utilize warehouse management systems to update order status.

Order Filler/Picker

Crescent Moon Design

📅 Feb / 2020-Feb / 2022

📍 Portland, OR

1. Precisely picked customer orders for shipment, ensuring accuracy in product selection and quantities.
2. Conducted regular inventory counts by location to maintain accurate stock levels.
3. Utilized non-powered material handling equipment to transport orders to designated shipping areas.
4. Assisted in physical inventory audits, contributing to improved stock accuracy.

EDUCATION

Associate of Science in Logistics

City College of San Francisco

📅 Feb / 2018-Feb / 2020

📍 Santa Monica, CA

Focused on supply chain management and warehouse operations.

SKILLS

Collaborative Teamwork

10

Strong Communication Skills

7

Reliable Work Ethic

10

Flexibility In Adapting To New Processes

8

Physical Stamina

7

INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Japanese



German

ACHIEVEMENTS

- ★ Consistently maintained a 98% order accuracy rate through enhanced picking strategies.
- ★ Streamlined order processing to reduce time by 20% through effective workflow management.