

# Robert Smith

## Order Fulfillment Associate

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## SUMMARY

Hardworking, organized, Order Fulfillment Associate professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

## SKILLS

Assembly, Housekeeping, Warehouse, Communication, Receptionist, Customer Service, Computer, Call Center Experience, Data Entry.

## WORK EXPERIENCE

### Order Fulfillment Associate

ABC Corporation - April 2013 - November 2015

- Packed and unpacked items to be stocked on shelves in stockrooms, warehouses.
- Loaded materials and products into package processing equipment.
- Marked and labeled containers, container tags, or products, using marking tools.
- Placed or poured products or materials into containers, using hand tools and equipment, or fill containers from spouts.
- Packed, sealed, labeled, and affixed postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Responsible for maintaining a well-stocked appearance in the store ensuring that the best customer experience is achieved.
- Worked closely with the Store Management team to ensure company standards are met during the stocking process.

### Order Fulfillment Associate

Delta Corporation - 2008 - 2013

- Operate PIT equipment to navigate throughout warehouse, obtaining products ordered online by customers.
- Required to lift items up to 50 lb.
- Pick merchandise using telxon, tablet and printed sheets from the sales floor, backroom and truck inventory.
- Assist with packing, shipping and loading trailer.
- Assist as needed with sales floor, backroom and customer service.
- Walked around the store to find the online orders to take them to the back room for them to be packed and put on the truck for them to be sent out.
- Maintain a clean and safe work area and exhibits safe work practices at all times.

## EDUCATION

GED - 2013(Mchenry County College - Crystal Lake, IL)