OLIVIA SMITH

Los Angeles





PROFESSIONAL SUMMARY

Dedicated Order Picker with 5 years of experience in efficiently picking, packing, and shipping products. Proven ability to manage inventory and ensure accurate order fulfillment while maintaining safety and quality standards.

WORK EXPERIENCE

Order Picker m Dec / 2021-Ongoing Maple Leaf Consulting **∓** Toronto, ON

- 1. Responsible for accurately picking and packing customer orders, ensuring timely delivery to the shipping platform.
- 2. Efficiently manage inventory by placing incoming items in designated locations and conducting regular stock checks.
- 3. Utilize RF scanners to track inventory and streamline order fulfillment processes.
- 4. Maintain and troubleshoot material handling equipment, ensuring operational efficiency and safety.
- 5. Conduct quality checks on outgoing shipments to ensure accuracy and prevent damage.
- 6. Collaborate with team members to optimize workflow and enhance productivity in the warehouse.
- 7. Provide excellent customer service by addressing inquiries and resolving issues related to order fulfillment.

Receiving Associate m Dec / 2019-Dec / 2021 **Summit Peak Industries 耳** Denver, CO

- 1. Verify incoming shipments against delivery manifests to ensure all items are accounted for and undamaged.
- 2. Inspect containers for external damage and report discrepancies to the appropriate personnel.
- 3. Accurately record received items in the inventory management system, ensuring data integrity.
- 4. Organize merchandise in the warehouse to facilitate easy access and efficient picking.
- 5. Assist in training new staff on order picking procedures and safety protocols.
- 6. Efficiently picked and packed over 500 orders daily, ensuring a 99% accuracy rate in order fulfillment.
- 7. Utilized handheld scanners to track inventory levels, resulting in a 20% reduction in stock discrepancies.

EDUCATION

Associate of Applied Science

m Dec / 2017-Dec / 2019

Gateway Community College

■ Denver, CO

Focused on logistics and supply chain management, providing foundational knowledge for warehouse operations.

SKILLS

Forklift Operation **Customer Interaction Efficient Time Management Effective Communication**

ACHIEVEMENTS

Achieved 99% accuracy in order picking, significantly reducing shipping errors.

Improved warehouse efficiency by 20% through optimized picking routes and inventory management.

Achieved a 98% accuracy rate in order picking, reducing errors and improving customer satisfaction.