

Robert Smith

Order Picker

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SUMMARY

One year of experience as an Order Picker. Looking to obtain an exceptional position in the solid industry that will challenge my customer service skills and appreciate the motivating person. My direction is to utilize my knowledge of warehouse and logistics systems and accounting for all supplies as my main focus. I am a dependable and capable a true team player and a person who can be trustworthy to uphold the company's integrity and values.

SKILLS

Faxing, Printing, and Filing, Strong Organizational, and Planning Excellent Interpersonal, Forklift And/or Lift Truck, Customer Service, Time Management, and Communication.

WORK EXPERIENCE

Order Picker

ABC Corporation - November 2015 - April 2016

- Prepared orders for the depots for Washington gas, used the forklift to unload the shipments for receiving.
- Produced the paperwork for the manifest with the productivity of each merchandise.
- Maintained a tidy and neat warehouse floor and always conserved quality assurance with each product.
- Efficiently picked customers orders using the pick to the voice system, ensuring that the correct product and number of items are shipped.
- Track all merchandise movements and keep logs updated put together pallets and shrink wrap securely maintain neat, clean, and orderly work area and remove any debris promptly comply with all OSHA and MSDS standards.
- Perform general physical activities in the warehouse; loading, unloading, sorting and moving products and materials manually and using material handling equipment.
- Pick designated locations and hand stack on to pallet once the task is finished direct pallet(pallets) to shrink wrap area.

Merchandiser

ABC Corporation - May 2015 - October 2015

- Worked for bringing products from the receiver and stocking the shelves.
- Accounting for new merchandise to be received by the stores product inventory.
- Accomplishments learning how to account for different merchandise and products using scan gun skills used fast pace, heavy lifting and being able to bend and stand for extended hours of time.
- Facilitated completion of time-sensitive deadlines by tracking paperwork and acting as the liaison between clients and representing company while maintaining confidential information.
- Reviewed reports and corresponded with 35+ potential clients, proofing correspondence and using MS Office programs to develop spreadsheets for inventories.
- Improved quality of client needs by recognizing and correcting errors and obtaining approval from management to make adjustments.
- Prepared weekly and monthly inventory control reports independently for clients and company.

EDUCATION

HS- (North Stafford High School - Stafford, VA)Automotive Technology - (College Of Lake County - Grayslake, IL)