



ALEXANDER SCOTT

Order Puller/Forklift Operator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Team Collaboration



Safety Compliance



Quality Control



Pallet Jack Use



Attention To Detail



Packaging Skills



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Mandarin



Arabic

🌟 ACHIEVEMENTS

🌟 Increased order accuracy by 15% through improved picking methods.

🌟 Reduced inventory discrepancies by 20% via meticulous stock checks.

👤 PROFESSIONAL SUMMARY

With 7 years of comprehensive experience as an Order Puller and Forklift Operator, I excel in efficient inventory management and precise order fulfillment. My expertise in operating various forklifts, coupled with a strong commitment to safety and organization, ensures streamlined warehouse operations. I am dedicated to enhancing team performance and operational efficiency through effective collaboration and attention to detail.

💼 WORK EXPERIENCE

Order Puller/Forklift Operator

📅 Mar / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Verified inventory accuracy by reconciling physical counts with system records, resolving discrepancies efficiently.
2. Organized stock in a systematic manner to enhance accessibility and retrieval speed in the warehouse.
3. Utilized labeling equipment to mark stock items, ensuring clear identification and compliance with safety standards.
4. Maintained cleanliness and functionality of tools and equipment, adhering to strict safety protocols.
5. Assessed storage methods based on inventory turnover and environmental factors, optimizing storage efficiency.
6. Documented stock usage and damages, reporting findings to supervisors for prompt action.
7. Conducted thorough inspections of stock items for quality assurance and reported defects as necessary.

Order Puller

📅 Mar / 2018-Mar / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Executed daily safety inspections on warehouse equipment to ensure operational readiness and compliance.
2. Performed routine maintenance on forklifts and pallet jacks, enhancing equipment longevity and reliability.
3. Accurately pulled and staged orders, ensuring all barcodes were properly oriented for scanning efficiency.
4. Constructed stable pallets, prioritizing product safety during transportation and storage.
5. Selected products based on date codes, ensuring adherence to FIFO (First In, First Out) inventory practices.
6. Identified and retrieved missing items for store orders, improving overall order fulfillment rates.

🎓 EDUCATION

Associate of Applied Science in Logistics

📅 Mar / 2015-Mar / 2018

Metro Community College

📍 Seattle, WA

Focused on supply chain management and warehouse operations.