

Robert Smith

Seasonal Fulfillment Associate

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To obtain a Seasonal Fulfillment Associate position at an organization where my skills and previous experience can complement the company's productivity and reputation.

WORK EXPERIENCE

Seasonal Fulfillment Associate

ABC Corporation - November 2014 - December 2014

Responsibilities:

- Scanned and loaded merchandise to be shipped to customers.
- Managed a team of seasonal employees, who are assigned to specific projects based on time and location requirements.
- Assigned work to employees based on their skill set, experience, and goals.
- Managed the entire fulfillment operation including warehouse, packing, transportation and distribution.
- Ensured that all customers are met with their delivery in a timely manner.
- Coordinated with other departments within the company to ensure consistency in order processing and customer service.
- Provided quality assurance at all times when working with our customers.

Seasonal Fulfillment Associate

Delta Corporation - 2010 - 2014

Responsibilities:

- Provided customer service using the knowledge gained from training while delivering packages to the city's residents Maintained roles in packing, .
- Received products using frequency scanners Relocated products using forklift Unloaded trucks Picked orders from multilevel mezzanine Packed/shipped .
- Operate Pallet Jack -Pack and ship orders.
- Ensuring the correct product was placed in box before item was closed and scanned then moved to be shipped out.
- Perform production duties as needed pick/pack orders, receive/stow product, ensure inventory accuracy, and unload/load trucks Transport items .
- Pick/pack orders, receive/stow product, ensure inventory accuracy, and unload/load trucks at or above the rate expectation for each task.
- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.

SKILLS

Microsoft Office,
Excellent
Communication ,
Effective
Communication, Fast
Learner, Oral And
Written Communication,
Team Player, Organized,
Quickbooks, Data Entry.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

BS In Psychology