



# SOPHIA BROWN

## Shipping And Receiving Associate

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📍 Los Angeles  
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### PROFESSIONAL SUMMARY

Proficient Shipping and Receiving Associate with two years of experience in logistics, adept at ensuring accurate shipment coordination and inventory management. Skilled in optimizing processes, maintaining compliance with safety guidelines, and enhancing operational efficiency. Excited to leverage my expertise to support a high-performing team and contribute to seamless supply chain operations.

### WORK EXPERIENCE

#### Shipping And Receiving Associate

📅 Mar / 2024-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Verified accuracy of incoming and outgoing shipments by examining contents.
2. Collaborated with management to resolve issues such as damages and shortages.
3. Managed inventory of shipping materials to ensure adequate supply levels.
4. Utilized hand trucks and conveyors to deliver merchandise efficiently to departments.
5. Packed, sealed, and labeled shipments, ensuring compliance with postal regulations.
6. Prepared work orders and bills of lading for merchandise transactions.
7. Coordinated receipt of incoming stock and distribution to designated locations.

#### Shipping And Receiving Associate

📅 Mar / 2023-Mar / 2024

Summit Peak Industries

📍 Denver, CO

1. Applied the Kanban system to enhance inventory management and workflow efficiency.
2. Gained proficiency in operating forklifts and tow tractors for warehouse operations.
3. Emphasized FIFO principles in daily tasks to maintain product freshness.
4. Identified process improvements and presented ideas to management for operational enhancements.
5. Developed teamwork skills by learning from colleagues' strengths to improve collaboration.
6. Set personal performance goals to exceed company standards consistently.

### EDUCATION

#### Associate of Science in Logistics

📅 Mar / 2022-Mar / 2023

City College

📍 Chicago, IL

Studied logistics principles, inventory management, and supply chain operations.

### SKILLS

Cycle Counting



Stock Replenishment



Route Optimization



Safety Compliance



Product Inspection



Time Management



### INTERESTS

- 🤿 Scuba Diving    🎮 E-sports  
📖 Reading Fiction    🧩 Puzzle Solving

### STRENGTHS

- 📦 Stewardship    👥 Teamwork  
🔗 Tenacity    🧠 Vision

### LANGUAGES



### ACHIEVEMENTS

- ★ Achieved 99% accuracy in shipment processing, reducing errors and enhancing inventory integrity.
- ★ Streamlined packaging processes, leading to a 15% reduction in shipping time.