

OLIVIA SMITH

Sortation Associate

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PROFESSIONAL SUMMARY

Experienced Sortation Associate with a decade of expertise in efficiently sorting and managing packages. Proven ability to optimize workflows and ensure accuracy in high-volume environments, contributing to seamless operations.

WORK EXPERIENCE

Sortation Associate Jan / 2019-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Sorted packages efficiently by size and destination, ensuring timely deliveries.
- 2. Built and wrapped pallets, utilizing pallet jacks for safe transport of goods.
- 3. Handled packages weighing up to 49 pounds, maintaining safety and efficiency.
- 4. Operated various moving equipment to manage large quantities of merchandise.
- 5. Participated in special training for PIT equipment operation, enhancing skill set.
- 6. Wrapped finished pallets manually, ensuring secure and stable loads.
- 7. Maintained a clean and organized work environment to promote safety and efficiency.

Sortation Associate Jan / 2015-Jan / 2019
Cactus Creek Solutions Phoenix, AZ

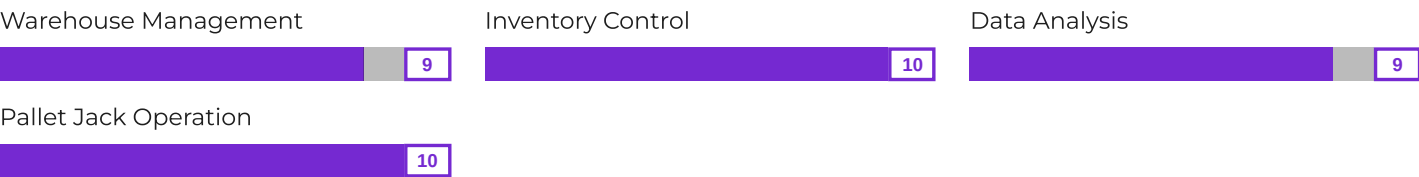
- 1. Sorted and scanned packages accurately according to designated areas.
- 2. Placed boxes on correct pallets for daily shipping, ensuring proper organization.
- 3. Unloaded trucks and sorted packages on sortation belts with precision.
- 4. Utilized handheld scanners for efficient package tracking and inventory management.
- 5. Handled a variety of packages, ensuring proper sorting and storage.
- 6. Scanned and stored packages in designated bins, maintaining inventory accuracy.
- 7. Built and wrapped pallets for safe transport, adhering to safety protocols.

EDUCATION

Associate of Applied Science Jan / 2012-Jan / 2015
Community College of Philadelphia Portland, OR

Focused on logistics and supply chain management principles.

SKILLS



ACHIEVEMENTS

- ★ Achieved 99% accuracy in package sorting, enhancing operational efficiency.
- ★ Reduced sorting time by 20% through process optimization and teamwork.
- ★ Trained 15 new associates on best practices in package handling and safety.