

ROBERT SMITH

Sorter III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Easily motivated, reliable, and responsible. Fast working and can get what need to be done in a timely matter, Performs warehouse duties related to receipt, shipment, storage, and distribution of products, parts, and materials. Loads, unloads, moves, and stores items according to delivery or routing documents or supervisor instructions. Completes necessary reports and freight bills.

CORE COMPETENCIES

Customer Service, Customer Service.

PROFESSIONAL EXPERIENCE

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ABC Corporation - 2014 – March 2015

Key Deliverables:

- Served the public at counters or windows, such as by selling stamps and weighing parcels.
- Supervised other mail sorters. Trained new workers.
- Distributed incoming mail into the correct boxes or pigeonholes.
- Operated various types of equipment, such as computer scanning equipment, addressographs, mimeographs, optical character readers, and bar-code sorters.
- Searched directories to find correct addresses for redirected mail.
- Cleared jams in sorting equipment.
- Checked items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that items are in a suitable condition for processing.

Sorter

Delta Corporation - 2010 – 2014

Key Deliverables:

- Sort packages from the delivery truck onto pallets from the conveyer belt.
- Pick, pack, and ship customer orders - Follow strict safety, quality, and production standards.
- Use radio frequency scanners, relocate products using powered-equipment receiving product, and troubleshooting problems to resolution, picking .
 - o Sorted packages to ensure delivery to correct location.
 - o Loaded trucks with customer packages.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

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- Associate Of Arts - (Wenatchee Valley College - Wenatchee, WA)