

ROBERT SMITH

Associate Sorter I

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

SUMMARY

Managed to work at a scrap yard for the Union Pacific railroads, learning Material such as, joint bars, unit anchors, channel locks, cross ties, railroad plates, and spikes. mastered the task of gauging material, and learning the inches and rail base. done worked as a janitor, help keeping the maintenance up, and bring positive attention to the buildings that was proceeding work in.

CORE COMPETENCIES

MS Office, Customer Service, Housekeeping.

PROFESSIONAL EXPERIENCE

Associate Sorter I

ABC Corporation - October 2009 – October 2013

Key Deliverables:

- Sorted through material, separating good material from bad material.
- Responsible for taking the trash bags out of the bathrooms cans, vacuum the offices floors, and dust around computer areas, clean the hallway windows, and take all trash to the dumpster before I ended my shift.
- Sorted garbage and lace non-recyclable items into the waste pile Put recyclables into correct container.
- Responsible for sorting mail in a fast paced environment within critical time limitations.
- Worked in a fast paced department sorting various sizes of mail, making sure they we te sent to correct driver. Delivered, loaded trucks and and data acquisitions.
- Resolved service issues in a timely manner, including coordinating and processing returns.
- Received donations from the public, cleaned donations as needed making them ready for sale, verified things worked, and organized merchandise.

Sorter

Delta Corporation - 2007 – 2009

Key Deliverables:

- To learn the zip code destinations of the entire United States and sort packages to their correct location at a rate of 1500 packages per hour.
- Starting and stopping box lines, training, walking the belt,.
- Sorting mail.
- Used a RF scanner to scan totes and boxes to their designated locations.
- Palletizing orders for clietns.
- Use a RF Scanner, labels, shrink wrap etc.

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- Date started 10/1/11 Date ended 3/19/13 Start wages \$7.50 End wages \$8.25
Still employed No Supervisor Brandon Reason for departure Left due to surgery
National Car Rental 3501 E.

EDUCATION

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

