

Robert Smith

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Sorter

SUMMARY

Seeking a Sever position utilizing exceptional hospitality skills and outstanding customer care abilities to ensure recurring business and to further enhance the overall revenue of the business.

SKILLS

Customer service 7 years, Cashier 7 years, medical insurance knowledge and Microsoft word,PowerPoint ,spreadsheet advanced.

WORK EXPERIENCE

Sorter

ABC Corporation - January 2015 – July 2016

- Sorted and stacked product that came off incoming trucks and from our own stock into their designated composite locations preparing it to be shipped out.
- Able to follow and comply with standard operating procedures.
- Able to organize and use judgement requiring location and storage of items.
- Sorted parcels by postal zip codes.
- Worked an average of 25 to 30 hours per week carrying a full course load.
- Sorted merchandise from daily donations, boxed and prepared it for pick up for outgoing to goodwill stores.
- Graded and classified produce by size, color, weight, and condition and eliminated produce which did not meet necessary requirements.

Sorter

Delta Corporation - 2013 – 2015

- At Fastenal, my duties were to sort packages by where they were being shipped too and then to load the semi-trucks.
- Sorted and processed mail in warehouse, loaded and unloaded trucks.
- Structured and maintained a safe work environment.
- Handled incoming and outgoing packages.
- Scan totes, place onto designated cart to place in desiganted carts.
- Working under pressure and in a fast pace environment.
- Complete daily tasks and establish communication with my co-workers for a smooth operation.

EDUCATION

High school or equivalent - 2012(Granger High School - West Valley City, UT)