



# MIA TAYLOR

Warehouse Assistant

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## PROFESSIONAL SUMMARY

Enthusiastic Warehouse Assistant with 2 years of practical experience in inventory management and logistics. Skilled in optimizing stock levels and ensuring efficient shipping processes. Focused on fostering a safe and productive work environment while contributing to team goals. Ready to leverage my expertise to enhance warehouse operations and support organizational success.

## WORK EXPERIENCE




**Warehouse Assistant**  May / 2024-Ongoing  
**Blue Sky Innovations**  Chicago, IL

- 1. Unloaded and loaded supplies efficiently into trucks, ensuring timely dispatch.
- 2. Maintained cleanliness and organization of the warehouse to promote safety.
- 3. Managed and organized inventory, ensuring accurate stock levels.
- 4. Assisted in receiving, storing, and distributing materials in the warehouse.
- 5. Operated forklifts and pallet jacks to move inventory safely.
- 6. Maintained accurate inventory records using warehouse management systems.
- 7. Negotiated bulk shipping discounts with carriers to reduce costs.

**WAREHOUSE ASSISTANT**  May / 2023-May / 2024  
**Silver Lake Enterprises**  Seattle, WA

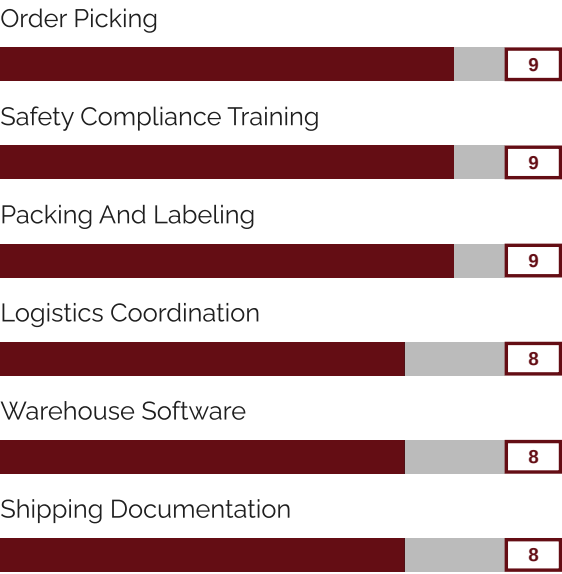
- 1. Executed all warehousing and shipping operations to meet daily targets.
- 2. Controlled material flow during delivery preparation, loading, and unloading.
- 3. Prepared and affixed tags and labels for efficient inventory tracking.
- 4. Collaborated with diverse team members to maintain workflow and productivity.
- 5. Continuously monitored operations to prioritize tasks and enhance efficiency.
- 6. Enforced strict compliance with safety and hazardous materials regulations.

## EDUCATION


**Associate of Applied Science in Logistics**  May / 2022  May / 2023  
**Community College of Philadelphia**  Portland, OR

Focused on warehouse management, logistics strategies, and supply chain operations.





## SKILLS



## INTERESTS

-  Gaming
-  Fashion
-  Film
-  Technology

## STRENGTHS

-  Fairness
-  Flexibility
-  Forward-thinking
-  Gratitude

## LANGUAGES



## ACHIEVEMENTS

- ★ Reduced inventory discrepancies by 20% through meticulous stock management.
- ★ Improved order processing speed by 15% by optimizing picking and packing procedures.
- ★ Achieved a 98% accuracy rate in order fulfillment through diligent quality checks.