

# Robert Smith

## Warehouse Auditor

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

While in the interest of investing a full time employment career I have enclosed my resume for your review which details my qualifications and skills. It will provide you with specific information concerning my educational and professional achievements. In addition to my education and professional background, self motivated, well organised, and a detailed oriented individual who takes pride in maintaining outstanding results through determination and hard work.

### **SKILLS**

Microsoft Office,  
Electrical Tech.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **WORK EXPERIENCE**

#### ***Warehouse Auditor***

**ABC Corporation - September 2012 - December 2012**

##### *Responsibilities:*

- Received incoming shipments and reviewed contents against purchase order for accuracy.
- Followed proper selection procedures established by the company.
- Verified and recorded the count and condition of cargo received.
- Learned how to build cases, tables, helped load, unload trucks and pull orders in order to help increase work efficiency and meet quotas.
- Learned and performed other positions the first week hired.
- Daily pallet inspections and receiving, while completing all necessary reports and recommendations.
- Inspected and assured incoming products meet Meijer standards.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Warehouse Auditor***

**Delta Corporation - 2008 - 2012**

##### *Responsibilities:*

- Customer service and computer data entry.
- Filling work orders and auditing the contents before shipment.
- Tore down pallets made sure the products where right and made sure the count was right them built the pallets back up and had them ready to be .
- Accurate and consistent records Moving boxes that weight up to 25 pounds unassisted to the shipping prep areas.
- Moved pallets that could weight up 50 pounds with mechanic assistance to shipping prep areas.
- Stands for long periods of time while working.
- Reported any and all errors in labeling after double checking merchandise counts before reporting to upper management the error and moving the .

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### **Education**

A.A.S