

ROBERT SMITH

Warehouse distribution associate

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Warehouse distribution associate with 6 years of experience in performing the loading and unloading of delivery trucks and moves and stores materials/products, Assisting the Production Department as needed, Ensuring team members are working safe, Substitutes for other warehouse personnel when needed, Making deliveries as needed.

EXPERIENCE

Warehouse distribution associate

ABC Corporation - MAY 2013 - JULY 2015

- Acted as a fork-lift operator, reach-truck operator, and order-picker to retrieve and coordinate orders.
- Organised and categorised orders, follows company guidelines in determining the most efficient method of shipping.
- Fulfilled orders and maintains inventory by using an RF unit.
- Completed a daily checklist to ensure inventory is accurate and up-to-date.
- Worked both individually and as a team member as business need dictates.
- Assisted customers who enter the facility to pick up orders in a professional and efficient manner.
- Achieved a 99% on-time shipment rate.

Warehouse distribution associate

Delta Corporation - 2010 - 2013

- Responsibilities Organized and obtained health equipment for a variety of medical offices, clients and at-home use.
- Acted as a fork-lift operator and order-picker to retrieve orders from warehouse storage areas.
- Processed trucks by working with an RF unit and voice communication program to locate and complete orders.
- Effectively utilized available space in trucks to ship the maximum amount of products needed.
- Completed daily paperwork to finalize orders.
- Played an important leadership role among coworkers in the efficiency of loading trucks Trained new employees in various work fields.
- Operated pallet jack and forklift Scanned, located and placed product orders on belt line for delivery Checked product orders for completeness .



EDUCATION

- High School Diploma

SKILLS

Forklift, High Reach, Customer Service, Data Entry.