



AVA DAVIS

Warehouse Stock Clerk

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PROFESSIONAL SUMMARY

Warehouse Stock Clerk with a decade of experience in inventory management and logistics. Expert in streamlining warehouse operations, ensuring precise order fulfillment, and maintaining safety protocols. Committed to enhancing efficiency and organizational productivity through effective inventory control and teamwork.

WORK EXPERIENCE

Warehouse Stock Clerk 📅 May / 2018-Ongoing
Blue Sky Innovations 📍 Chicago, IL

- 1. Coordinated shipping and receiving schedules, ensuring timely deliveries.
- 2. Monitored and achieved operational goals, enhancing overall productivity.
- 3. Efficiently loaded and unloaded trucks, managing material movement within the facility.
- 4. Operated forklifts safely for loading, unloading, sorting, and transporting products.
- 5. Processed incoming stock and prepared accurate invoices.
- 6. Led a team of stock workers, fostering a collaborative environment.
- 7. Retrieved materials according to requisition requests, ensuring prompt service.

Warehouse Stock Clerk 📅 May / 2015-May / 2018
Summit Peak Industries 📍 Denver, CO

- 1. Utilized forklifts daily for efficient warehouse operations.
- 2. Received and accurately stocked incoming merchandise.
- 3. Maintained cleanliness in lobby and reception areas, enhancing company image.
- 4. Restocked coolers and snacks, ensuring availability for customers.
- 5. Managed truck unloading each weekday, distributing products to various stores.
- 6. Sorted incoming truckloads, ensuring proper placement of goods.

EDUCATION

Associate of Applied Science in Logistics 📅 May / 2012 - May / 2015
Central Community College 📍 Portland, OR
Focused on logistics management and warehouse operations.

SKILLS

Data Entry Skills

Forklift Operation

Pallet Jack Use

Quality Control

Safety Compliance

INTERESTS

Sports

Reading

Wildlife Conservation

Traveling

STRENGTHS

Listening

Positivity

Wisdom

Gratitude

LANGUAGES

English80%

Mandarin80%

Russian80%

ACHIEVEMENTS

- ★ Achieved a 20% reduction in order processing time by implementing efficient inventory tracking systems.
- ★ Increased accuracy in stock levels by 15% through meticulous inventory audits.