

Alyssa Criddle

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Professional Summary

Authorized to work in the US for any employer

Work Experience

Forklift Operator/Inventory Specialist

HMW1-Willmington | IL

March 2024 to Present

- Operated forklift to safely and efficiently move materials, products, and equipment
- Performed routine maintenance on forklifts, including inspections and minor repairs
- Utilized handheld scanners or computer systems to track inventory movement within the warehouse
- Assisted in the packaging and labeling of products for shipment or storage
- Inspected incoming shipments for accuracy in quantity and quality before storing them in designated locations
- Maintained a high level of accuracy when recording inventory movements using computerized systems

Forklift Operator

Cardinal Health | Channahon, IL

February 2023 to February 2024

As a Warehouse Associate in Cardinal Health, i ensured products were separated, organized and in good rotation. I monitored product quality frequently, performed cycle counts, palletized products using a reach truck/ order picker, as well as report problems to mitigate safety issues. I operated various pieces of equipment (i.e. Bendi, Palletizer, Dolly Loader, Pallet Wrapper, Forklift, Reach Truch, Order Picker/

Cherry Picker, and Electrical Pallet Jacks).

- Inspected incoming shipments for accuracy in quantity and quality before storing them in designated locations
- Maintained a high level of accuracy when recording inventory movements using computerized systems or paper-based logs
- Followed established procedures for receiving, storing, and distributing materials within the warehouse facility

Amazon Fulfillment Associate/Assistant Manager

Amazon Warehouse | Monee, IL

August 2021 to September 2023

- Oversaw daily operations of a large warehouse facility, managing a team of 150-200 employees
- Developed and implemented safety protocols to ensure compliance with OSHA regulations
- Conducted regular audits to maintain inventory accuracy and minimize loss
- Implemented quality control measures to ensure accuracy of orders before shipment or distributions
- Coordinated with transportation providers to optimize logistics operations for inbound/outbound shipments
- Collaborated with HR department in recruitment efforts including interviewing candidates for open positions
- Liaised with vendors and suppliers to ensure timely delivery of materials and resolve any issues

Education

High school diploma

Bradley-Bourbonnais C High School | Bradley, IL
August 2016 to January 2020

Skills

Customer relationship management Warehouse management system Typing Personal protective equipment (PPE) use ERP systems NetSuite Distribution center Order fulfillment Sanitation Relationship management Cherry picker Leadership Organizational skills Conflict management Google Docs Basic math Materials handling Manufacturing warehouse experience Order picker Reach truck Packing Kitchen experience RF scanner Shipping & receiving Shift management Industrial equipment Casual dining experience Marketing Microsoft Excel Telemarketing Communication skills Logistics Food Service Time management GMP Dietary department experience Driving Material handling equipment operation Dealership experience Supply chain Forklift Warehouse experience Inventory control Phone etiquette Call center Manufacturing Computer skills Data entry SAP Writing skills

Languages

English

Certifications and Licenses

Forklift Certification

Non-CDL Class C

Food Handler Certification

Electric Pallet Jack Certification

Driver's License

Pallet Jack Certification