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## PERFORMANCE PROFILE

Over 8 years of order filling, picking and packing experience in busy and fast-paced warehouse environments. Skilled in following instructions to pick orders, and performing picking, packing and shipping activities in an accurate manner.

Effectively determines the information provided in order sheets, locates and picks items from within large warehouse environments and handles packing and labeling assignments according to specified protocols. Known to resolve inventory discrepancy issues, with special focus on ensuring item integrity.

### Core Qualifications:

- Inventory Control
- Quality Assurance
- Process Improvement
- Operations Management
- Team Building and Leadership
- Logistics
- Shipping and Receiving

### Experience:

#### True Value Order Filler

Aurora, Co  
March 2012- Present

- Look through daily work orders to determine the amount and type of items to be picked.
- Locate items within the warehouse, and compare them with information on the work order.
- Pick orders from shelves in storage areas, and transport them to checking or packing areas.
- Carefully pack each item according to predefined instructions, and ensure that is labeled with the right information.
- Transport packed and labeled packages to the delivery pallet and assist in loading them onto awaiting delivery trucks.
- Ascertain that all packages are safely stacked on delivery vehicles, and secured with harnesses.
- Create paperwork for each outgoing package / item, and ensure that the delivery personnel are provided

with complement documentation.

- Assist in keeping the warehouse and storage areas clean and maintained at all times.

Skywest Airlines  
Ramp Agent/Lead

Denver, CO  
2004-2011

Monitor customer safety during boarding and deplaning and assist customers in a friendly manner

Marshal aircraft on the ramp (e.g. directing assisting and parking all arriving departing and towed aircraft)

Transfer cargo (including luggage) to other gates other airlines and to passengers

Observe safe ground-handling procedures and maintenance of ground service

equipment including the performance of equipment checks

Service aircraft as needed (e.g. aircraft lavatories potable water window wash deicing and commissary items)

Assist in ramp set up and storage of equipment and baggage

Education:

High School Diploma

Horizon High School

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