

Chemauria Allen

Sardis, MS 38666

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PROFESSIONAL SUMMARY

Dependable Warehouse Associate trained in equipment and warehouse operations. Supports team members with expert handling of any materials handling assignments. Skilled in loading, unloading and moving heavy loads to meet demanding schedules.

SKILLS

- Equipment Operation
- Inventory Tracking
- Data Management
- Shipping Coordination
- Warehouse Organization
- Proper Storage Protocols
- Inventory Accounts Reconciliation
- Inventory Recording
- RFID Tracking
- Inventory Control
- Customer Service
- Loss Prevention
- Shipping and Receiving Support
- Requisition Orders
- MS Office
- Warehouse Operations
- Inventory Reconciliation
- Material Handling
- Vendor Management
- Cycle Counting
- SAP
- Digital and Physical Counts
- Cycle Counts
- Recording Shipments

EXPERIENCE

DECEMBER 2022-CURRENT

Warehouse Associate

Bunzl USA | Memphis, Tennessee

- Helped meet promised delivery times using excellent sorting skills and strong attention to detail.
- Prepared orders quickly, pulling and packing products for quick shipment.
- Supported accurate inventory management by controlling use and conducting regular cycle counts.
- Worked for extended periods of time in uncomfortable conditions.
- Processed new stock by inputting information into system and adding labels.
- Helped fellow warehouse workers to manage incoming and outgoing products.
- Met promised delivery times using excellent sorting skills and strong attention to detail.
- Lifted weights of up to 50lbs while minimizing risk of personal injury.
- Upheld safety standards by clearing out debris, trash, and damaged items.
- Supported inventory accuracy and recorded material movements in company software.
- Received and printed orders using warehouse operating system.
- Processed incoming trucks to unload, stage and smoothly store merchandise.
- Operated material handling equipment to move goods.

SEPTEMBER 2020-NOVEMBER 2022

Inventory Control Clerk

Mahle | Olive Branch, Mississippi

- Kept inventory records updated and prepared standard reports for management review.
- Maintained inventory accuracy through coordination or periodic cycle counts.
- Coordinated periodic cycle counts to maintain inventory accuracy.
- Promoted inventory accuracy, reconciling physical counts with digital records.
- Reconciled physical counts with digital records and resolved discrepancies.
- Developed and recommended strategies to improve inventory processes.
- Confirmed merchandise location met storage requirements.
- Researched inventory-related discrepancies, making appropriate adjustments in inventory system.
- Operated handheld tools and devices to process incoming products and materials.
- Identified operational issues and recommended and implemented strategies to resolve problems.
- Monitored inventory and movement to determine warehouse accuracy.

OCTOBER 2018-AUGUST 2020

Shipping And Receiving Clerk

Koyo Bearings | Memphis, Tennessee

- Pulled and prepared products for shipments by operating cherry pickers or reach trucks.
- Maintained security of shipping and receiving rooms, prevented loss of packages.
- Examined outgoing shipments for issues, meeting company specifications.
- Adhered to hazardous material shipping guidelines and regulations to protect staff and general public.
- Checked incoming freight against invoice and receiving reports.
- Collaborated with managers to help resolve issues with lost or damaged packages.
- Staged merchandise by department, marked appropriately for placement in facility and delivered merchandise to different destinations.
- Maintained accurate tracking system covering shipping and receiving transactions.
- Reconciled shipping invoices and receiving reports to verify count accuracy.

EDUCATION

High School

North Panola High School, Sardis , Mississippi

May 2018