
Colton Reeves

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PROFESSIONAL SUMMARY

I am a general laborer with 2+ years of experience. I am great with working with others, and learning new tasks. I hold myself highly accountable for my actions, I work hard, and I also take my work very seriously.

SKILLS

- Process improvement
- Customer service
- MS Office
- Shipping and receiving
- Product verification
- Quality control
- Problem resolution

EDUCATION

High School - 2019

Rivercrest High School - Wilson, AR

Health Administration - Some college (No degree)

Arkansas Tech University - Russellville, AR

WORK HISTORY

Outbound Package Handler - June, 2020 to September, 2022

Amazon MEM5 - Sortation Center - Memphis, TN

- Organized efficient daily work plans based on oral and written instructions to meet challenging objectives.
- Kept company inventory safe and secure by organizing and securing storage areas.
- Arranged the items in order of their final destination.
- Moved, picked, and put away products using forklifts and pallet jacks.
- Cleared jams and unblocked the conveyor system to keep the goods flowing.
- Kept storage areas organized, clean, and secure to fully protect company assets.

Stower - September, 2022 to Present

Amazon LIT1 - Little Rock, AR

- Checked finished products for quality and compliance with customer requirements.
- Forecasted manpower requirements based on daily workload and company goals.
- Was responsible for maintaining accurate stock records and schedules.
- Kept my workspaces clean and organized to maintain safety standards.
- Was in charge of receiving incoming stock and delivering it to designated locations.
- Ensured that products were delivered on time and in good condition.
- Separated damaged from usable items before putting items on shelves.