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# MAXINE ALEXANDER

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## PROFESSIONAL SUMMARY

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## SKILLS

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- Product packing
- Package pickup and delivery
- Packaging
- Fragile item handling
- Logging paperwork
- Shipping and receiving
- Package unloading
- Forklift operations
- [Type] scanning
- Loading and unloading
- Box lifting
- Route deliveries
- Assembly and production
- Labeling and boxing
- Lifting and sorting

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## WORK HISTORY

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**Package Handler**, 02/2010 to 01/2020

**FedEx** – Commerce City, CO

- Coordinated daily work strategies, following oral and written instructions to properly move and ship products.
- Labeled packages according to instructions provided on work orders.
- Used hand-held scanners and physical logs to accurately track item movements.
- Prepared pallets of boxes for easy transportation between customer and storage locations.
- Assembled, sealed and loaded packages into correct trucks.
- Prevented load shifting or damage by using bracing and strapping techniques.
- Ensured package containers were loaded into forklifts and transported into packaging areas.
- Alerted supervisors and coworkers of hazards and other issues for quick resolutions.
- Removed jams and unblocked conveyor system to maintain flow of goods.
- Removed debris and hazardous materials from [Type] area to avoid contaminating [Type] and [Type] items.
- Listened closely during team meetings to gain complete understanding of duties required for each shift, completing priority tasks first.
- Inspected ingoing and outgoing shipments to verify accuracy and prevent errors.

- Read production orders, work orders, shipping orders and requisitions to determine items to be moved, gathered or distributed.
- Handled inventory control and cycle counting procedures.
- Operated forklifts and pallet jacks to transfer large products from one area of warehouse to another, allowing for easier accessibility.

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## EDUCATION

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**Diploma:** General Studies

**Adams City High School** - Commerce City, CO