

SHARRA ETHEREDGE

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TOBYHANNA, PA, 18466

SUMMARY

Receive and deliver goods in fast-paced warehouse settings. Diligently move materials with organized approaches and safe equipment operations skills. Team-oriented and efficient in meeting challenging daily demands.

Hardworking Warehouse Associate commended as reliable and safety-conscious individual with 5 years of solid experience in warehouse operations. Proficient in operations of pallet movers, forklifts and swing-reach trucks. Expertise in shipping and receiving, loading and unloading trucks and order picking and packing.

Productive Warehouse Associate prepared to take next step with new customer team in Tobyhanna area. Detail-oriented with extraordinary problem-solving abilities. Skilled in receiving freight, shipping and maintaining and tracking inventory. Physically fit and agile with ability to lift over 40 pounds.

SKILLS

- Product verification
- Freight labeling
- Shipping and receiving
- Quality control
- Wrapping and boxing
- Warehouse operations
- Warehouse tools operation

EXPERIENCE

WAREHOUSE ASSOCIATE | 08/2019 to Current

Amazon - Gouldsboro, PA

- Unloaded freight using pallet jacks to transport heavy items to locations in warehouse.
- Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.
- Exceeded specific team goal by partnering with staff to share and implement best practices.

OFFICE ASSISTANT | 03/2019 to 05/2019

On Time Staffing - Tannersville, PA

- Administered physical and digital filing systems, keeping records well-organized and easily retrievable by team members.
- Updated financial, customer and business records with accurate information each day, preventing data loss and keeping files current.

WAREHOUSE ASSOCIATE | 10/2018 to 04/2019

Home Depot - Scranton, PA

- Unloaded freight using pallet jacks to transport heavy items to locations in warehouse.
- Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.

EDUCATION AND TRAINING

Julia Richman - New York, NY

High School Diploma

1989