

# Jessica Claire

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## SUMMARY

Dedicated Packager with [Number] years of success satisfying customers and boosting team excellence. Skilled in working quickly and correctly to package shipments. Knowledgeable about picking and packing boxes, labeling and tracking procedures.

Organized professional with superior work ethic and team player attitude. Exceptional quality control, inspection and [Skill] abilities. Commended for honesty, hard work and positive attitude. Consistent standing for long periods of time and safely lift up to [Number] pounds.

Hardworking Warehouse Associate with excellent materials handling, storage management and shipment preparation skills. Experienced in picking orders, assembling pallets and preparing containers. Delivers accurate inventory counts and maintains detailed warehouse records.

Competent in keeping warehouse operations moving according to schedule by moving, inspecting and shipping materials efficiently. Offering [Number] years of experience and strong focus on quality and performance. Background working in cold storage and extreme warehouse environments.

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

Flexible hard worker ready to learn and contribute to team success.

Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference.

## SKILLS

- Crew Management
- Product Inspection
- Product Information Documentation
- Package Processing Equipment
- Quality Control
- Weighing and Measuring
- Production Line Monitoring
- Safe forklift use
- Tagging expertise
- Storage organization
- Team building
- Microsoft Office
- Multitasking
- PPE use
- Planning
- Work ethic
- Relationship building
- Maintaining equipment
- Team collaboration
- Materials transport
- OSHA regulations
- Workplace organization
- Product organization
- Prioritization
- Basic math
- Active listening
- Reliable and trustworthy
- Packaging and picking
- Communication
- Organizational skills
- Analytical
- Collaboration
- Maintenance & Repair
- Organization

## EXPERIENCE

**INSPECTOR PACKER II/ SAP CONFIRMER** 06/2020 to 06/2021

**Target | Oconomowoc, WI**

- Completed various reports and analyzed each report to decide where improvements could be made.
- Coached team on company policies, procedures, and best practices to enhance operational efficiency, employee productivity and subsequently decrease labor costs.
- Completed ongoing quality checks on [Type] products, closely following strict quality assurance guidelines.
- Wrote reports outlining results to facilitate management decision making.
- Scanned [Number]+ products per day and put away at correct warehouse locations.
- Operated equipment such as box cutters, hand jacks, tape guns and scanners in alignment with company guidelines.
- Kept inventory areas clean, organized and free of safety hazards for maximum efficiency.
- Marked and labeled containers with accurate shipping information to prevent delays.
- Used tools, sprayers and cleaning solutions to disinfect work areas.
- Inspected outgoing shipments to maintain quality assurance standards.
- Mentored new employees on warehouse procedures and tasks resulting in quick job acclimation.
- Conducted product cycle counts and inputted corrections to warehouse inventory system.
- Accomplished production goals by working with speed and accuracy.

**WAREHOUSE PACKER** 12/2016 to 06/2019

**Dart | City, STATE**

- Used pallet jacks to move items to and from warehouse locations.
- Assembled cartons, crates and containers to prepare for shipping.
- Used tools, sprayers and cleaning solutions to disinfect work areas.
- Mentored new employees on warehouse procedures and tasks resulting in quick job acclimation.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.

**LIFFE CLERK** 03/2014 to 12/2015

**Unilever United States Inc. | City, STATE**

- Kept stations stocked and ready for use to maximize productivity.
- Received, stored and shipped goods and materials.
- Monitored work areas for cleanliness and functionality and removed obstacles for safety.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Maintained business operations by communicating with coworkers and managers.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Rotated goods in inventory by following “first in, first out” approach to keep shelves organized and well-stocked.
- Reordered stock to replenish inventory without interruption to production
- Worked with speed and accuracy when [Action] and loading boxes to increase efficiency by [Number]%.

## EDUCATION AND TRAINING

**High School Diploma** 05/2007  
**Farragut Career Academy, Chicago , IL**