

Professional Experience

Warehouse Shift Manager
Chewy, Inc., Sparks, NV | May 2017 - Present

- Supervise and monitor over 120 warehouse workers during the 3 p.m. to 11 p.m, shift
- Maintain detailed records of shipments and deliveries during assigned shifts
- Identify opportunities for streamlining and improvement
- Process all paperwork relating to customer orders, including invoices

Forklift Operator
ACE Hardware, Carson City, NV | November 2012 - May 2017

- Operated heavy machinery such as forklifts and cherry pickers to move materials from receiving and storage to the production floor
- Performed pre- and post-inspections of equipment to ensure safety
- Took fewer than five sick days annually, on average
- Maintained detailed documentation and developed professional reports

Warehouse Associate - Sorter
Safeway Corp., Reno, NV | August 2009 - October 2011

- Used a voice-controlled system to select full-case products using powered pallet jacks
- Palletized cases and prepared pallets to ship to stores
- Worked 12-hour shifts at high energy while standing, walking, bending 90% of the time
- Shrink-wrapped store orders

Education

High School Diploma
George Whittel High School, Zephyr Cove, NV, 2009

Certifications

- Forklift Operator Certification, OSHA, 2011

Summer
Mitchell

123 Taupe Street.
Hidden Valley, NV 33665
youremail@example.com
(123) 456-7890

Dependable and high-energy warehouse worker with 10+ years of experience, including eight years as a certified forklift operator and three years as a shift manager who supervises over 120 employees. Highly reliable, taking an average of less than five sick days per year.

Key Skills

- Team player
- Communication
- Heavy machine operation
- Efficient
- Record keeping