



# joo sung Lee

**Warehouse assistant,  
waiter, houseperson**

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Auburn, Australia

## Profile

Experienced Warehouse Assistant with a diverse background in warehouse operations, pick packing, and customer service. Skilled in working in fast-paced environments and collaborating effectively with team members. Proficient in computer systems and communication, with a strong ability to work under pressure. Recognized for exceptional attendance and a track record of successfully managing multiple projects simultaneously. Committed to continuous learning and expanding knowledge in various industries. Motivated to contribute to a company's success and advance in my career through ongoing training and professional development. Seeking a challenging position as a Warehouse Assistant where I can utilize my skills and contribute to the overall efficiency and productivity of the organization.

## Employment History

### **Warehouse Assistant at Kim's Tiling Supplies, girraween**

09/2024

As a warehouse assistant at Kim's Tiling Supplies, I played a crucial role in ensuring smooth warehouse operations. I worked collaboratively with a team to receive, organize, and distribute incoming inventory. Utilizing my strong communication and organizational skills, I effectively coordinated with team members to meet productivity targets and ensure accurate inventory management. Additionally, I utilized my computer skills to update and maintain inventory records.

- Collaborated with a team to receive, organize, and distribute incoming inventory.
- Effectively coordinated with team members to meet productivity targets and ensure accurate inventory management.
- Utilized computer skills to update and maintain inventory records.

### **Warehouse Pick Packer at Brodware Pty Ltd, seven hills**

09/2023–12/2023

As a warehouse pick packer at Brodware Pty Ltd, I was responsible for accurately selecting and packing customer orders for shipment. I utilized my attention to detail and organizational skills to ensure order accuracy and efficient workflow. Additionally, I collaborated with team members to meet daily production targets and maintain a clean and organized work area.

- Accurately selected and packed customer orders for shipment.
- Utilized attention to detail and organizational skills to ensure order accuracy and efficient workflow.

## Skills

Warehouse Operations .....	5/5
Pick Packing .....	5/5
Customer Service .....	5/5
Collaboration .....	5/5
Computer Systems .....	5/5
Communication .....	5/5
Attention to Detail .....	5/5
Organizational Skills .....	5/5

## Languages

english .....	Native speaker
korean .....	Highly proficient
japanese .....	Highly proficient

- Collaborated with team members to meet daily production targets and maintain a clean and organized work area.

## **Front of House and All Rounder at Kurtosh Crows Nest, crows nest**

10/2019–10/2020

As a Front of House and All Rounder at Kurtosh Crows Nest, I provided excellent customer service and contributed to the overall operations of the establishment. I greeted and assisted customers, took orders, and ensured a positive dining experience. Additionally, I collaborated with team members to maintain a clean and organized front-of-house area and assist with various tasks as needed.

- Provided excellent customer service by greeting and assisting customers.
- Took orders and ensured a positive dining experience for customers.
- Collaborated with team members to maintain a clean and organized front-of-house area.

## **sales team member at 99 bikes , Ryde**

08/2020–12/2020

My role included talking to customers about products we sell and recommendations

on items with customers situations, taking calls, taking reservations and online orders

# **Education**

## **JLPT N2, J Kokusai Gakuin**

## **Year 10 Rosa, Naremburn School**

## **Yes Program: IT and Cafe Skills, TAFE**

## **IT, TAFE**

02/2024