

Paul Lee

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(555)123-4567

Monument, KS

Summary

Hardworking warehouse worker with 6 years of experience with extensive knowledge in handling incoming products and coordinating inventory levels to meet shipping deadlines.

Experience

Warehouse Worker

Oil Co. • Los Angeles, California

February 2019 – Present

- Handled an average of 90 customer interactions per day, while maintaining high standards of cleanliness and efficiency
- Researched new products and services and directed them to appropriate departments
- Maintained a database for tracking of inventory by price, SKU, item and vendor
- Outfitted 12 new employees with proper equipment for inventory management

Warehouse Worker

Chipco • Los Angeles, California

June 2017

- Delivered shipments to customers on time and as expected
- Created a high-quality customer experience by ensuring that the delivery was complete and accurate
- Maintained inventory accuracy by ensuring that the correct product is sold to the correct customer

- Recognized \$500k in savings in the warehouse through improved forecasting, inventory management and shipping efficiency
- Maintained warehouse floor safety and stocking practices by ensuring there was no wasted space

Warehouse Agent

Friendly Warehouse • Los Angeles, California

June 2015

- Focused on improving the overall efficiency of the warehouse, resulting in a 5% reduction in shipping costs
- Improved customer service by reducing the number of handling errors by 50%
- Maintained the highest accuracy rate of all workers, with an average error rate of 1.7% and averaging \$500 in sales per week
- Increased customer retention by 20% through a re-design of promotional material
- Developed a reputation for delivering unprecedented customer service for over 3 years

Skills

Forklift, Computer Literacy, Warehouse Experience, Customer Service, Microsoft Office, Microsoft Word, Warehouse Distribution

Education

High School Diploma

Georges Vanier Secondary School • Los Angeles, California