**Resume Sample – John Smith**

**Email:** [jabc@gmail.com](mailto:jabc@gmail.com) **Mobile: 0412 345 678 Address (optional)**

**Profile**

A multi-skilled and adaptable warehouse operator with seven years’ experience in the industry. Physically and mentally adept in providing first class working practice within the warehouse environment. Methodical by nature with a keen eye for detail which leads to reliable stock management, inventory control and quality results. Enthusiastic and willing to get involved in every aspect of warehouse management, confident communicator and all round team player.

**Skills & Attributes**

* Eager to learn
* Dedicated and Hardworking
* Professional disposition
* Multi skilled process worker
* Production line work
* Machine operations
* Dependable and Adaptable
* Attention to detail
* Friendly and polite
* Conscientious and approachable
* Well organized and enjoy a challenge
* Patient and level headed
* Resourceful and trustworthy
* Ability to work as part of a team or independently as required
* Ability to prioritize and manage my own time

**Licenses & Accreditations**

* Forklift – LF
* Pallet Jack
* ‘C’ Class Drivers License
* Lock out and Tag
* Anti-Discrimination, Bullying & Harassment Training
* Fire Warden & Extinguisher Training
* Certificate in First Aid Level 1
* Certificate in Manual Handling
* OHS
* White Card
* HR License

# Career Summary

**Position Company Date**

Warehouse Operator /Picker Packer Woolworths Distribution Centre Jan ’12 – Present

Warehouse Operator Self Employed – Get the job right April ‘ 02 - Mar ‘07

**EMPLOYMENT HISTORY**

# Jan 2012 – Present Warehouse Operator/Picker Packer

# Woolworths Distribution Centre

Part of large warehouse team responsible for the smooth distribution of stock to over 100 stores.

**Responsibilities:**

* Collating and processing initial order sheets for incoming and outgoing goods
* Ensuring the accuracy and quality of all goods are first class
* Operating forklift and moving stock to division loading palletised goods
* Liaising with transport companies regarding timeframes and deadlines
* Making sure all stock is labelled and stored correctly
* Carrying out health and safety checks
* Ensure all RF scanning/voice equipment are maintained
* Maintain forklift to ensure safety and good working order

**Achievements:**

* Selected by Warehouse Manager to train new employees on company procedures on correct stacking methods of pallets of produce and general use of forklift operations. This recognised by management and team members resulting in new members displaying quality outputs in short time frame and reduction in downtime by 10%.
* Recommended an equipment upgrade to the fumigation hoses, by identifying a higher quality hose product. This was adopted by the site, thus eliminating a major a safety risk with regards to chemical poisoning.
* Recognised by site management and Head office Management for working to high standards and outputs with regards to the volumes of pallet movements during shift and meeting large orders, whilst maintaining quality standards. This was rewarded with a gift voucher.

# Mar’ 2010 – Nov’ 2013 Warehouse Operator

# Toll People

**Responsibilities:**

* Prepared deliveries for van drivers
* Stock taking
* Label stock
* Operated front end loading equipment
* Inspected incoming goods
* Completed tasks within allotted time frames

**Achievements:**

* Introduced and identified a more efficient process of XXXXX , this resulted in a safer process and reduced the time by a 33%. This process was adopted into all sites nationally.
* Recognised by site management and all team members for rescuing and being first to attend an accident with a fellow team member onsite, thus saving a his life and major injury.

**EDUCATION**

* Certificate in Manual Handling
* First Aid - Level 1 – current
* HR Licence

**HOBBIES AND INTERESTS - Optional**

|  |  |
| --- | --- |
| * Sheetmetal Work * Fishing * Gardening | * 4 Wheel Driving * Camping * Boating |

**VOLUNTEERING AND COMMUNITY**

* XXXX – President of local football club

**REFEREES**

*Available upon request*