

Estelle Franklin

1928 Jenkins Avenue
Portland OR 97222
(503) 555-8888

OBJECTIVE: Position in Shipping and Receiving or Warehouse

SUMMARY OF QUALIFICATIONS

Shipping/Receiving

- Shipped an average of 1,000 orders daily
- Accurately filled orders: prepared, wrapped, weighed and loaded items for shipping according to packing slips
- Processed all invoicing, freight forwarding and packing slips
- Used computerized system to verify and pull inventory, keeping accurate records

Warehouse/Inventory

- Supervised loading and unloading of goods, ensuring that merchandise was handled with care and placed correctly in warehouse
- Monitored inventory paperwork and ordering to keep warehouse fully stocked
- Kept warehouse items neatly organized to facilitate ordering of new inventory

Communication/Problem Resolution

- Resolved a wide range of problems, including missing merchandise, delivery cancellations, damaged merchandise and incomplete deliveries
- Discussed shipping and packing issues with co-workers and management to develop improved practices
- Trained new warehouse workers from various ethnic backgrounds

WORK HISTORY

Warehouse Worker, 20XX-20XX

Fred Meyer Distribution Center, Clackamas OR

Shipping/Receiving Handler, 20XX-20XX

Axelrod Press, San Jose CA

Production Line Operator, 20XX-20XX

Colonial Products, San Jose CA

EDUCATION

Associate of General Studies, will graduate 20XX

Portland Community College, Portland OR
