

Charlie Burnett

☎ (216) 555-1234

✉ charlie.burnett@example.com

🌐 linkedin.com/in/charlie-burnett

📍 Cleveland, OH 44101

SUMMARY

Dedicated Material Handler with diverse warehouse experience and proven proficiency in forklift operations. Skilled in executing tasks including picking, packing, and shipping products while adhering to strict performance standards. Adept at handling inventory management documentation and providing technical support for automated systems. Recognized for strong communication abilities that enhance team collaboration and maintain a safe working environment. Eager to contribute skills and experience to foster efficiency within an innovative warehouse team.

EXPERIENCE

Material Handler

May 2024 - Present

Logistics Solutions Inc.

Akron, OH

- Manage various warehouse functions, contributing to streamlined logistics processes across high-volume operations. Ensure accurate documentation of product movements while enhancing safety measures.
- Execute efficient loading, picking, and packing to optimize warehouse flow.
 - Document inventory accurately, leading to fewer discrepancies and improved tracking.
 - Operate fork lift trucks, ensuring safe and legal operational practices.
 - Coordinate with team members to consistently meet and exceed daily shipment targets.
 - Conduct regular equipment inspections, bolstering workplace safety and minimizing downtime.
 - Mentor incoming staff on protocols and proper equipment use, promoting a knowledgeable workforce.

Warehouse Associate

August 2023 - April 2024

Warehouse Services LLC

Canton, OH

- Supported comprehensive warehouse workflows focused on product management and operational excellence, while actively improving processes through teamwork.
- Facilitated efficient item selection and packaging for swift pack-out processes.
 - Participated in cycle counting efforts which directly reduced stock inaccuracies.
 - Managed paperwork related to shipping and receiving, maintaining organization and clarity.
 - Maintained a clean workspace that fostered both efficiency and compliance with safety regulations.
 - Engaged in collaborative team discussions to identify and implement workflow improvements.
 - Provided troubleshooting support for minor mechanical challenges, enhancing continuity of operations.

Warehouse Intern

June 2022 - July 2023

Inventory Management Corp.

Columbus, OH

- Assisted in essential inventory procedures while developing hands-on experience in the operational aspects of warehousing.
- Supported inventory processes such as restocking items and fulfilling orders promptly.
 - Gained practical experience with forklifts under supervision, reinforcing commitment to safety.
 - Collaborated effectively with supervisors to grasp best practices around product storage.
 - Tracked daily activities, supporting broader productivity reporting initiatives within the team.
 - Enhanced knowledge of accident prevention through active participation in training sessions.
 - Built valuable relationships with colleagues, fostering a cooperative work atmosphere.

LEADERSHIP & AWARDS

- Employee of the Month for outstanding performance and teamwork at Logistics Solutions Inc., March 2025.
- Certificate of Achievement in Safety Protocols Training conducted by Inventory Management Corp., December 2022.

EDUCATION

High School Diploma

2022

Cleveland High School GPA: 3.5

Cleveland, OH

Coursework: Mathematics, English, Science, Business Education

CERTIFICATIONS

- Forklift Operator's License 📅 2022
- Safety Training Certification 📅 2023

TECHNICAL SKILLS

- **Operational Software:** SAP, Oracle, Fishbowl
- **Forklift Types:** Pallet Jack, Reach Truck, Order Picker
- **Warehouse Equipment:** Conveyor Systems, Automated Sorters, Scanners
- **Documentation Tools:** Excel, Google Sheets, Inventory Management Software
- **Safety Standards:** OSHA Regulations, Safety Protocols, Equipment Compliance
- **Quality Control Methods:** FIFO Technique, Quality Audits, Inspection Procedures
- **Shipping Software:** FedEx Ship Manager, UPS WorldShip, DHL Express
- **Data Entry Skills:** Basic Typing, Data Validation, Form Submission
- **Maintenance Knowledge:** Routine Inspections, Troubleshooting, Repair Reporting
- **Inventory Tracking:** Barcode Scanning, RFID Technology, Stock Replenishment

SKILLS

- Forklift Operation
- Inventory Management
- Documentation and Record Keeping
- Team Collaboration
- Safety Compliance
- Time Management

PROFESSIONAL AFFILIATIONS

- Member of the National Warehouse Association, engaged in workshops to share best practices.
- Volunteered for local community cleanup events, promoting workplace safety culture.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST