

Andrei Clarke

☎ (201) 555-1234 ✉ andrei.clarke@email.com 💼 linkedin.com/in/andreiclarke 📍 Ridgewood, NJ, 07450

SUMMARY

Dedicated package handler with a solid background in logistics and warehouse duties. Proven expertise ensuring efficient package sorting for on-time delivery while upholding safety measures. Adept at collaborating closely with diverse teams, consistently fostering an atmosphere of mutual respect and support. Recognized for maintaining clean, organized workspaces that ensure smooth operations. Routinely operate forklifts and pallet jacks, actively facilitating cargo movement. Committed to learning and follow-through, striving for continuous improvement in performance standards. Excited to join GLS Logistics to contribute effectively in a part-time capacity.

EXPERIENCE

Package Handler

Warehouse Solutions Inc.

June 2025 - Present

Hackensack, NJ

- In role as Package Handler, manage efficient sorting and organization of packages. Support logistical operations while prioritizing safety and adhering to protocols.
- Organize packages systematically to improve throughput times and enhance route efficiency.
 - Collaborate with team members to successfully complete all operational tasks, ensuring timely delivery services.
 - Drive forklifts and operate pallet jacks efficiently for loading and unloading freight, following strict safety procedures.
 - Maintain cleanliness and organization throughout the warehouse to nurture a secure and effective working environment.
 - Uphold exemplary safety standards by complying with established workplace protocols, reducing potential hazards.
 - Assist in monitoring inventory levels by accurately recording shipments and discrepancies.

Package Handler

Logistics Express Co.

January 2024 - May 2025

Paramus, NJ

- Functioned as a Package Handler where responsibilities included supporting package sortation processes and ensuring comprehensive service quality.
- Facilitated the successful sorting and routing of packages, guaranteeing prompt and precise deliverables.
 - Maintained high morale and work ethic amid challenging weather conditions through a proactive approach.
 - Conducted regular assessments of operational equipment, documenting maintenance requirements for supervisors.
 - Worked collaboratively with various departments to refine workflow processes aimed at improving package handling efficiency.
 - Participated actively in safety training programs to reinforce the importance of adherence to safety regulations.
 - Provided hands-on training for new employees, equipping them with necessary operational knowledge and safety practices.

LEADERSHIP & AWARDS

- Recognized for excellent teamwork and performance at Warehouse Solutions.
- Awarded Employee of the Month at Logistics Express Co.

EDUCATION

High School Diploma

Ridgewood High School GPA: 3.5

2022

Ridgewood, NJ

Coursework: Mathematics, Science, Business, Physical Education

CERTIFICATIONS

- Forklift Operator Certification 📅 2025
- OSHA Safety Training 📅 2025

TECHNICAL SKILLS

- Safety Regulations:** OSHA Standards, Safety Protocols, Emergency Procedures
- Warehouse Equipment:** Forklifts, Pallet Jacks, Scanners
- Inventory Systems:** RFID Technology, Manual Logging, Inventory Audits
- Operations Management:** Workplace Compliance, Process Optimization, Workflow Planning
- Customer Service:** Client Communication, Resolution Strategies, Feedback Handling
- Logistics Software:** WMS, ERP Systems, Route Optimization Tools
- Collaboration Tools:** Team Messaging Applications, Project Management Platforms, Scheduling Apps

- **Physical Stamina:** Lifting Techniques, Endurance Training, Health Monitoring
- **Maintenance Procedures:** Equipment Inspection, Reporting Procedures, Troubleshooting Skills
- **Quality Control:** Inspection Methods, Auditing Processes, Compliance Checklists

SKILLS

- Package Sorting
- Team Collaboration
- Inventory Management
- Forklift Operation
- Warehouse Safety Practices
- Problem Solving

PROFESSIONAL AFFILIATIONS

- Member of Ridgewood Community Service Club.
- Participant in Local Sports League promoting teamwork and collaboration.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST