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SUMMARY

Dedicated Warehouse Apprentice with robust experience in inventory management, order fulfillment, and shipping operations. Committed to accurately filling customer orders while maintaining stock integrity. Proven skills using efficiency tools for tracking and reporting stock variances. Foster collaborative environments through effective communication with team members and alignment on objectives. Detail-oriented approach ensures adherence to safety regulations at all times, making significant contributions toward a secure workplace. Eager to leverage expertise in fast-paced settings and enhance operational workflows for better productivity.

EXPERIENCE

Warehouse Apprentice

June 2026 - Present

Apex Logistics

Mukilteo, WA

Oversee daily warehouse operations focused on fulfilling customer orders, maintaining stock accuracy, and ensuring compliance with established procedures. Play a crucial role in managing inventory-related tasks, including proper labeling and packing.

- Efficiently fill customer orders, carefully verifying stock selection for accuracy.
- Make necessary adjustments in stock and issue parts to assembly to ensure workflow continuity.
- Accurate documentation of stock variances reported to management improves overall record integrity.
- Maintain accurate records in the Apex inventory database supporting seamless order processing.
- Steadily adhere to all safety practices, promoting a secure working environment.
- Communicate any discrepancies to ensure timely resolutions.

Shipping Associate

January 2025 - May 2026

Supply Chain Solutions

Everett, WA

Managed end-to-end shipping operations, responsible for prioritizing shipments based on customer requirements. Effectively monitored and reported changes, enhancing communication between teams to maintain service quality.

- Verified shipment information, ensuring accurate processing according to priority needs.
- Prepared freight pallets following guidelines to ensure safe transport of products.
- Created thorough packing slips that matched all relevant paperwork efficiently.
- Collaborated with team members facilitating smooth daily operations by ensuring supply readiness.
- Implemented improved tracking systems enhancing reporting capabilities.
- Regularly communicated updates to teams regarding shipping processes.

Inventory Clerk

September 2024 - December 2024

Logistics Inc.

Renton, WA

Supportive role engaged in maintaining the integrity of inventory records while assisting in fulfilling sales orders. Focused on training new staff on established protocols, thereby improving functional workflow within the team.

- Conducted regular stock checks, proactively identifying and resolving inconsistencies.
- Facilitated sales order fulfillment efficiently by accurately pulling and packaging items.
- Contributed to developing streamlined processes for better inventory reconciliation.
- Maintained compliance with safety protocols during handling equipment.
- Provided hands-on training for new hires in inventory management standards.
- Coordinated efforts with shipping teams ensuring timely and efficient dispatch.

LEADERSHIP & AWARDS

- Employee of the Month, recognized March 2026 for outstanding work ethic and reliability.
- Safety Excellence Award, awarded in May 2025 for exemplary adherence to safety procedures.

EDUCATION

High School Diploma

2024

Seattle High School GPA: 3.5

Seattle, WA

Coursework: General Studies, Business Management, Communication Skills, Inventory Management

CERTIFICATIONS

- OSHA Forklift Operator Certification 📅 2025
- Certified in Inventory Management Basics 📅 2026

TECHNICAL SKILLS

- **Inventory Management Systems:** Square, Zoho Inventory, Fishbowl
- **Warehouse Operations:** Picking, Packing, Shipping
- **Safety Protocols:** PPE Compliance, Safety Training, Audits
- **Packaging Standards:** Labeling, Quality Checks, Boxing Guidelines
- **Shipping Software:** ShipStation, Easyship, USPS
- **Microsoft Office Suite:** Excel, Word, PowerPoint
- **Customer Service Tools:** Zendesk, Freshdesk, HubSpot
- **Project Management Tools:** Trello, Asana, JIRA
- **Database Management:** SQL, Access, Oracle
- **Communication Platforms:** Slack, Microsoft Teams, Zoom

SKILLS

- | | | | |
|------------------------|--------------------------|------------------------|-------------------------|
| • Inventory Management | • Safety Compliance | • Communication Skills | • Quality Control |
| • Order Fulfillment | • Team Collaboration | • Packaging Procedures | • Operating Equipment |
| • Shipping & Receiving | • Stock Reconciliation | • Problem Solving | • Customer Focus |
| • Data Entry | • Documentation Accuracy | • Time Management | • Workflow Optimization |

PROFESSIONAL AFFILIATIONS

- Member of Local Forklift Operator Society promoting safety in warehouse operations.
- Volunteer with Seattle Food Bank, assisting in logistics and distribution of goods.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST