

# Zayden Kim

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## SUMMARY

Dedicated warehouse professional with over 2 years in material handling and logistics. Successfully received, inspected, and unloaded incoming products while ensuring accuracy in quality and volume. Proficiently operated forklifts and managed inventory using advanced tracking systems. Proven ability to support production schedules by preparing shipments efficiently. Adapted quickly to diverse operational needs. Committed advocate for safety standards and clean work environments. Thrives in high-pressure settings, sustaining productivity without compromising service quality. Eager to bring expertise to deliver results and foster team success at Silverline Logistics.

## EXPERIENCE

Warehouse Associate

Silverline Logistics

June 2025 - Present

Wichita, KS

- Enhances overall warehouse operations, overseeing product journey from delivery through proper storage to shipping. Ensure precision in operating equipment, perform cycle counts, and maintain established safety standards.
- Efficiently performed documentation checks during receiving processes to ensure accurate quantities and compliance with specifications.
  - Utilized sit-down and stand-up forklifts, directly impacting loading/unloading efficiency across various shifts.
  - Conducted manual inventory audits, playing a key role in maintaining precise stock levels essential for optimal operation.
  - Collaborated closely with teammates on shipping preparations, enhancing the overall workflow and meeting strict deadlines.
  - Leveraged Microsoft Office Suite for data management, increasing reporting reliability while minimizing errors.
  - Maintained an orderly workspace, resulting in improved safety outcomes and effective workflow improvements.

Material Handler

Golden Eagle Manufacturing

January 2024 - May 2025

Topeka, KS

- Managed daily inventory processes as part of a bustling manufacturing environment, allowing timely deliveries and contributions to production goals.
- Performed tasks related to picking, packing, and routing materials effectively for assembly lines.
  - Operated various material transfer devices such as pallet jacks, ensuring uninterrupted material flow.
  - Helped oversee incoming supplies and maintained diligent checks against supplier orders for quality assurance.
  - Provided feedback for continuous improvement in safety practices, actively participating in training and development programs.
  - Addressed discrepancies in inventory promptly while involving cross-functional teams to promote closure.
  - Impactfully reorganized storage strategies to boost accessibility, contributing to reduced time delays during stocking.

## LEADERSHIP & AWARDS

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

## EDUCATION

High School Diploma

Wichita High School GPA: 3.5

2024

Wichita, KS

Coursework: General Studies, Mathematics, Computer Applications, Science

## CERTIFICATIONS

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

## TECHNICAL SKILLS

- Warehouse Equipment:** Forklifts, Pallet Jacks, Order Pickers
- Inventory Systems:** RFID, Warehouse Management Systems, Barcode Scanners
- Safety Standards:** Personal Protective Equipment, OSHA Regulations, Hazardous Materials Handling
- Documentation Tools:** Excel, Word, Inventory Tracking Software
- Shipping Processes:** Packing Lists, Shipping Labels, Bill of Lading
- Production Assistance:** Material Delivery, Load Balancing, Quality Checks
- Data Management:** Microsoft Excel, Data Accuracy, Reporting Techniques

- **Compliance Training:** Safety Protocols, Equipment Certification, Risk Management Strategies
- **Operational Efficiency:** Workflow Optimization, Time Management, Process Streamlining
- **Team Collaboration Tools:** Group Communication Apps, Meeting Scheduling Tools, Project Management Softwares

**SKILLS**

- Material Handling
- Safety Protocols
- Data Entry
- Storage Organization
- Inventory Control
- Team Collaboration
- Quality Assurance
- Production Support
- Forklift Operation
- Logistics Management
- Shipment Documentation
- Equipment Operation
- Microsoft Office Suite
- Packing Procedures
- Cycle Counts

**PROFESSIONAL AFFILIATIONS**

- Member of Local Forklift Safety Coalition
- Volunteer at Community Food Bank Donations Event

**LANGUAGES**

- English (Native)
- Spanish (Intermediate)

**ADDITIONAL INFORMATION**

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

**REFERENCES**

AVAILABLE ON REQUEST