

Ken Brown – Warehouse Assistant

Ken Brown
Warehouse Assistant
589-632-7456
kenbrown589@example.com
www.linkedin.com/KenBrown

Objective

A motivated and detail-oriented individual seeking an entry-level warehouse position to utilize strong organizational and teamwork skills to contribute to the efficient operation of the warehouse.

Education

Redwood Senior High School
High School Diploma, FL
Graduated - May 2020

Skills

- Inventory management
- Order fulfillment
- Forklift operation
- Safety protocols and procedures
- Physical stamina and ability to lift heavy objects
- Basic computer skills (MS Office, inventory software)
- Teamwork and communication skills

Work Experience

Mason Logistics
Warehouse Assistant
Miami, FL
Jul 2022 - Jan 2023

Responsibilities:

- Assisted in receiving, unloading, and organizing incoming shipments.
- Verified and documented the quantity and condition of received items.
- Prepared outgoing orders for shipment by picking and packing items.
- Operated a forklift to move and stack merchandise safely.
- Maintained a clean and organized work area, following safety guidelines.
- Collaborated with team members to ensure timely and accurate order fulfillment.

Hathaway Sales
Retail Sales Associate
Miami, FL
Aug 2021 - May 2022

Responsibilities:

- Assisted customers in finding and selecting products, providing excellent customer service.
- Processed sales transactions and operated a cash register.
- Restocked merchandise and maintained the cleanliness of the sales floor.
- Answered customer inquiries and resolved issues to ensure customer satisfaction.
- Assisted in inventory management, including conducting periodic stock checks.

Additional Information:

- Physical ability to lift heavy objects and stand for extended periods.

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- Strong attention to detail and ability to follow instructions.
- Available for flexible work hours and occasional overtime.