

Employer-Specific Resume

This resume targets the Warehouse Associate position described in this Garden State Distribution Services job posting. Note how the resume includes the highlighted keywords that Riley identified while studying the job posting.



Garden State Distribution Services

WAREHOUSE ASSOCIATE

Garden State Distribution Services recognizes that talented people are the cornerstone of our success. At every level, our team members create and maintain our reputation and fuel our growth. That's why we pursue outstanding people and provide challenging and rewarding work experiences.

As a warehouse associate, you will be responsible for retrieving items from supply racks and delivering them to a packaging station, packing and palletizing shipments to individual clients, and delivering the pallets to the loading dock.

We operate seven days a week and operate three daily shifts (8-12 hours per shift).

KEY DUTIES & RESPONSIBILITIES:

Adhere to all **safety** procedures outlined in our Employee Handbook and our Injury Prevention Handbook

Perform all activities in accordance with **standard operating procedures**

Prepare orders for shipment by pulling items from shelves and placing them in bins to be packed and sent to customers

Ensure shipments are accurate and complete

Secure loads to minimize damage and breakage

Assist with inventory procedures as requested

Maintain an orderly work area to help ensure that merchandise remains clean and to help prevent work-related injuries

Maintain **excellent attendance standards**

Perform other related duties as assigned

ESSENTIAL ABILITIES

Maintain the **highest safety standards** in a fast-paced work environment

Read and understand the English language for the purpose of comparing and reading product descriptions, names and shelf labels

Compute basic math problems including fractions, addition, subtraction, multiplication and division

Work within, and promote, a team environment

Demonstrate strong interpersonal skills, develop and maintain **cooperative working relationships** with others

Basic computer knowledge required; proficiency with Microsoft Excel a plus

Previous experience in warehouse environment a plus

EDUCATION/TRAINING

High School Diploma or GED preferred

Forklift certification is a plus

PHYSICAL REQUIREMENTS

Good hand and eye coordination and the ability to discern colors

Required to repetitively lift up to 40 lbs depending on the job

Ability to operate power equipment at high levels (20'-40') such as picker machines

Work surfaces are concrete. Personnel will stand while performing their respective job functions, for up to 12 hours a day.

WORK ENVIRONMENT

Hearing protection and safety glasses required. Additional safety equipment may be required for specific jobs.

Overtime may be required, including some weekends.

BENEFITS

Medical, Dental, Vision, and Prescription benefits after 90 days

401k with company match

Short-term and long-term disability insurance

Company-paid life insurance

Safety and Referral Bonus Programs

Generous Vacation/Holiday package

Garden State Distribution does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status, or any other considerations made unlawful by Federal, State or local laws.

Riley's Employer-Specific Resume

Riley Cook

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Objective: A position as a Warehouse Associate at Garden State Distribution Services

Summary

Four years of safe and successful experience as a warehouse associate. Solid math, reading, and writing skills. Excellent attendance track record while working all shifts. Excellent hand and eye coordination, manual dexterity, and stamina. Able to lift 50 pounds. Routinely worked at heights of 40 feet.

Professional Experience

Material Handler, Central Logistics, Inc., Hackensack, NJ

June 20xx – May 20xx

- Loaded and unloaded delivery trucks, trailers, and containers, verifying shipments against paperwork and electronic invoices and checking for damage
- Utilized forklift trucks, hand trucks, and electric and manual pallet jacks to safely and efficiently move materials to and from loading docks, storage shelves, and packaging stations
- Packaged materials for shipment, utilizing bracing and padding material to ensure safe and damage-free delivery
- Carefully loaded containers and trailers to ensure that all space was fully utilized
- Ensured material was positioned correctly on storage shelves
- Assisted in weekly and monthly inventories.
- Maximized safety at all times by strictly complying with all standard operating procedures when operating equipment and handling material, by maintaining a clean, organized and hazard-free work station, and by immediately reporting hazardous conditions.
- Used handheld scanners and computer work stations to track merchandise, generate labels, and document completion of work
- Performed operator maintenance and safety checks on forklift trucks, pallet jacks, and merchandise wrapping equipment
- Served on departmental quality improvement team that submitted over 20 suggestions that produced over \$90,000 in savings
- Complied with Department of Transportation, U.S. Customs, and OSHA regulations and guidance

- Planned and paced work to meet hourly, daily, and weekly performance goals
- Proficient in Microsoft Office, including Excel, Word and Outlook

Satellite Receiver Installer, GlobalCom Communications, Long Branch, NJ

May 20xx – April 20xx

Installed over 500 residential television satellite receivers, handling all technical aspects of the installation process while providing customers with an efficient and hassle-free service experience.

Customer Service Representative, Atlantic Fulfillment Services, Cape May, NJ

September 20xx – March 20xx

Strengthened customer loyalty by quickly resolving problems and providing accurate answers to questions. Earned a 95% customer satisfaction rating. Trained and coached new call center staff. Employed database software to log information from each call.

Education

Fifteen semester hours in Business, Raritan Valley Community College