

Carol Lee


Warehouse Worker

Warehouse worker with 4 years moving freight in high-volume distribution centers. Certified on sit-down and stand-up forklifts, comfortable picking 200+ orders per shift on RF scanners. Known for showing up on time and helping new hires get up to speed.

Contact Information

 (614) 555-0142

 m.delacroix@example.com

 Columbus, OH 12345

Education

- High School Diploma, Whetstone High School, 2020
- OSHA 10-Hour General Industry Certification, 2022
- Powered Industrial Truck Operator License (sit-down, stand-up, reach), 2022

Key Skills

- Forklift (sit-down, stand-up, reach)
- Electric pallet jack
- RF scanner picking
- Cycle counting
- Shipping/receiving paperwork
- Loading and unloading trailers
- Pallet wrapping
- WMS (Manhattan, basic SAP)
- OSHA-compliant lifting
- Bilingual: English/Spanish

Professional Experience

FORKLIFT OPERATOR / ORDER PICKER | BRIGHTLINE LOGISTICS, COLUMBUS, OH
2022 – PRESENT

- Pick and pack an average of 218 units per shift across grocery and dry goods, maintaining 99.4% accuracy on cycle counts.
- Operate sit-down and reach forklifts to load 25-30 outbound trailers per week, no preventable damage claims in 14 months.
- Trained 6 seasonal hires on RF scanners, pallet jack handling, and dock-door safety during peak.
- Flagged a recurring slotting issue in the bin layout that was costing pickers 10-15 minutes per pass; supervisor adopted the fix.
- Earned Safe Operator recognition for 18 months without an incident report.

WAREHOUSE ASSOCIATE | HARTWELL DISTRIBUTION CO., GROVE CITY, OH
2021 – 2022

- Unloaded inbound containers by hand and with pallet jack, averaging 1 trailer every 45 minutes.
- Sorted, labeled, and staged returns for re-stock or vendor pickup; cut return processing backlog from 3 days to same-day.
- Ran pallet wrappers and helped break down damaged freight for claims.
- Worked rotating shifts including 4 a.m. inbound and Saturday overtime when needed.