



Brooke Hendricks

Lead Package Handler

Package handling and warehouse operations professional with 6 years of experience processing high-volume freight, managing inventory across multiple warehouse zones, and maintaining conveyor belt systems. Increased shift throughput from 371 to 462 packages by restructuring conveyor belt staging lanes and reassigning scan stations. Holds an AAS in Business Administration.

CONTACT INFORMATION



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EDUCATION

- AAS IN SUPPLY CHAIN MANAGEMENT | BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE, LEXINGTON, KY | 2018 - 2020

KEY SKILLS

- RF Scanner Operation
- Forklift Operation
- Pallet Jack Handling
- Conveyor Belt Systems
- Warehouse Management System
- Microsoft Excel
- OSHA Compliance
- DOT Shipping Standards
- FIFO Inventory Methods
- Load Sequencing
- PPE Protocols

PROFESSIONAL EXPERIENCE

LEAD PACKAGE HANDLER | DIX RIVER WAREHOUSE SOLUTIONS, DANVILLE, KY | 2023 - PRESENT

- Processed 462 packages per shift by restructuring conveyor belt staging lanes and reassigning scan stations, up from 371 packages in the prior quarter.
- Coordinated 43 shipments daily using the Warehouse Management System to sequence trailer assignments by route priority and delivery window.
- Managed inventory of 8,740 SKUs across 4 warehouse zones, reconciling RF scanner counts against system records each morning in under 25 minutes.
- Inspected and lubricated conveyor belt rollers, star gears, and finger sorters on a weekly schedule, keeping unplanned downtime below 9 minutes per shift.

PACKAGE HANDLER | HERRINGTON LAKE FREIGHT CO., HARRODSBURG, KY | 2021 - 2023

- Processed 364 packages per shift on the evening sort line, scanning each parcel with a barcode scanner to confirm label and destination accuracy.
- Coordinated 34 outbound shipments daily during peak season by organizing palletized freight on the dock in route-specific staging rows.
- Managed a rotating inventory of 4,210 items in the returns area, logging discrepancies into Microsoft Excel and resolving 6 to 8 cases per week.
- Attached slings and hooks to oversized cargo for crane lifts, guiding loads onto flatbed trailers without delays across 11 scheduled pickups per day.

WAREHOUSE ASSOCIATE | SALT RIVER INDUSTRIAL PARTNERS, LEBANON, KY | 2020 - 2021

- Moved freight from storage racks to loading docks using a pallet jack, completing 38 pallet transfers per shift within a 6-hour window.
- Tracked 2,870 inventory items in a climate-controlled warehouse, updating bin locations after each receipt and reducing search time from 7 to 4 minutes per item.
- Cleaned and inspected belt grinders and destoners at the end of each shift, documenting equipment condition on standardized maintenance logs.