**Warehouse Worker Resume Sample**

1753 South Lane,

New York, NY 10783

 (212) 324-5645

jacob.doe@gmail.com

*Warehouse Worker with 9+ of experience using ERP Systems, distributing hardware and maintaining multi-million dollar inventories. Possess expert level Microsoft Suite skills and a forklift certification.*

# Professional Experience

## HARRY’S HAULERS, Boston, MA

## Inventory Specialist, October 2011 – Present

* Compile information that documents the quantity and type of equipment, merchandise, and/or supplies stocked in warehouse and/or on vans which includes, but not limited to, new, remanufactured and/or items to be returned, combine total of $24M+
* Receive and record distributed hardware information into the computer tracking system at the local level (50% of the job requiring computer work)
* Source and document all materials needed to complete the different types of installations and service work
* Maintain an accurate physical count of van product and verifies product usage with satellite installers on a daily basis
* Verify and receive new inventory and vendor shipments, followed by stocking the inventory in the warehouse and completes all necessary system transactions

## SATELLITE TONIGHT, Boston, MA

## Inventory Specialist Assistant, September 2006 – October 2011

* Maintained an accurate inventory of $575,000 count of all products warehoused on a daily, weekly and/or monthly basis in the approved format
* Printed reports on a daily, weekly and/or as needed basis
* Generated an accurate physical inventory count of all saleable products, which includes processed items returning to service, on a daily basis
* Completed daily inventory transactions for all product used, linking them to the proper accounts

# Education

## JIRTYRON HIGH SCHOOL, Chicago, IL

High school Diploma, 2006

* Graduated Magna Cum Laude

# Additional Skills

* Microsoft Outlook, Excel and Word
* ERP Systems

# Licenses

* Forklift certification, 2001