

Louis Lam

Warehouse Associate, Distribution Operations

📞 (901) 555-2846 ✉️ louis.lam@example.com

🌐 linkedin.com/example/louislam 📍 Memphis, TN 38117

STRENGTHS

- ✔️ **Inventory Accuracy**
A careful document check has prevented location and quantity errors before material moved forward.
- 🛡️ **Safe Equipment Use**
Pre use inspections and marked travel paths made forklift and pallet jack work more dependable.
- 🚚 **Order Fulfillment**
During busy periods, steady picking and staging kept shipments moving without sacrificing careful verification.
- 🔍 **Quality Awareness**
Visible damage stood out during routine checks, so questionable parts were isolated before shipment.
- 👥 **Team Reliability**
Carrier drivers and warehouse peers received clear handoffs, especially when priorities shifted quickly.

SKILLS

Order Filling Material Handling
Forklift Order Picker Pallet Jack
Inventory Verification
Shipping and Receiving 5S PPE
Carrier Coordination
Basic Computer Skills
Quality Inspection Standard Work
Part Number Checks
Physical Stamina

LANGUAGES

English Native

SUMMARY

Warehouse Associate with four years of experience supporting distribution, inventory, order fulfillment, shipping, receiving, storage, picking, packaging, and material handling operations in busy facilities. Verifies part numbers, storage locations, quantities, and **source documents** before inventory or fulfillment transactions. Operates sit down forklifts, order pickers, pallet jacks, and **automated packaging equipment** while completing pre use inspections and following **facility safety procedures**. Uses iPad based inventory workflows, written instructions, **Standard Operating Procedures**, Standard Work, 5S, PPE, and basic visual quality checks for damaged or defective material. Coordinates carrier handoffs, maintains orderly staging areas, and supports changing priorities, second shift work, third shift work, overtime, and weekend coverage. Brings dependable computer skills, physical readiness, and careful documentation habits that support accurate, safe, timely warehouse operations.

EXPERIENCE

Warehouse Associate

Delta Ridge Distribution 📅 July 2024 - Present 📍 Memphis, TN

Supports industrial replacement parts distribution across receiving, storage, picking, packing, shipping, inventory transactions, carrier coordination, and first line quality review. Operates assigned **material handling** and packaging equipment, follows written procedures, and helps maintain safe, orderly work areas during changing order volumes and off shift coverage.

- Verified **part numbers**, bin locations, and quantities before completing picking, storage, packing, shipping, and **receiving** transactions.
- Operated sit down forklifts, order pickers, and **pallet jacks** after completing pre use equipment inspections.
- Used iPad inventory workflows to receive materials, confirm picks, and resolve documentation discrepancies before shipment.
- Inspected incoming and picked parts visually, isolating damaged material and documenting exceptions for quality review.
- Ran weighing, banding, wrapping, and labeling equipment for mixed size orders prepared for carrier pickup.
- Maintained **5S** staging areas and supported **overtime** coverage during periods of increased fulfillment demand.

Material Handler

MidSouth Parts Fulfillment 📅 September 2022 - June 2024 📍 Southaven, MS

Handled inbound and outbound parts across receiving, put away, replenishment, **order filling**, staging, packaging, and dock operations. Matched physical materials with purchase and inventory records, coordinated carrier handoffs, followed PPE and safe load practices, and kept aisles, workstations, and shipping areas ready for continuous activity.

- Matched inbound cartons and individual items with purchase documents before completing receiving and put away activities.
- Moved palletized and individual materials with forklifts and pallet jacks along marked travel paths.
- Picked and staged orders from written instructions, resolving location or quantity mismatches with **inventory** staff.
- Prepared outbound **materials** using wrapping, banding, weighing, and **packaging** equipment for aligned shipments.
- Coordinated dock handoffs with **carrier drivers** while keeping staging lanes clear for active picks.
- Completed 5S housekeeping each shift, maintaining accessible aisles and ready packaging **supplies**.

MY CAREER



- Warehouse Associate at Delta Ridge Distribution (2.2 Years)
- Material Handler at MidSouth Parts Fulfillment (1.8 Years)

PROJECTS

Parts Fulfillment Accuracy Initiative 📅 2026

Improved daily fulfillment flow by checking documentation, locations, quantities, and visible material condition before orders reached packaging or shipment. Work centered on clear records and practical floor coordination.

Warehouse Packaging Flow 📅 2024

Supported a practical packaging workflow for mixed size parts using weighing, banding, wrapping, and labeling equipment. Clear staging helped carrier handoffs move without interrupting active picking.

LEADERSHIP & AWARDS

- Recognized by warehouse leadership for dependable support during high volume fulfillment periods.
- Selected by peers as a reliable resource for equipment checks, staging, and documentation questions.
- Commended for maintaining orderly work areas and consistent safety practices across changing shifts.

EDUCATION

High School Diploma

White Station High School 🎓 GPA: 3.0 📅 2022 📍 Memphis, TN

Coursework: Workplace Safety, Computer Applications, Applied Mathematics, Technical Reading

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Forklift Operator Safety Training 📅 2024

TECHNICAL SKILLS

- **Warehouse Operations:** Receiving, storage, picking
- **Inventory Systems:** iPad workflows, electronic transactions, inventory records
- **Material Handling Equipment:** Forklifts, order pickers, pallet jacks
- **Packaging Equipment:** Weighing machines, banding equipment, wrapping equipment
- **Shipping Operations:** Carrier handoffs, staging, shipping documentation
- **Receiving Operations:** Inbound cartons, purchase documents, put away
- **Quality Inspection:** Visual checks, damage identification, defect isolation
- **Work Instructions:** Standard Work, Standard Operating Procedures, written instructions
- **Workplace Safety:** PPE, pre use inspections, safe load practices
- **Warehouse Organization:** 5S, housekeeping, accessible aisles
- **Computer Tools:** iPads, electronic records, basic computer systems

PROFESSIONAL AFFILIATIONS

- Warehouse safety team participant, supporting practical PPE and housekeeping habits on active shifts.
- Distribution operations peer network participant, sharing reliable approaches for picking and staging work.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST