






# SCOTT BOONE

## Package Handler

 (555) 123-4567

 scottboon@email.com

 Memphis, TN

### EDUCATION

#### High School Diploma

2008 – 2020

Memphis Central High School, Memphis, TN

### SKILLS

Forklift Operation ●●●●●

Inventory Management ●●●●●

Team Collaboration ●●●●●

Time Management ●●●●●

Basic Math Skills ●●●●●

### COURSES

#### Forklift Operator Certification

2024

OSHA

#### CPR and First Aid Certified

2022

Red Cross

### PROFESSIONAL SUMMARY

Detail-oriented and hardworking package handler with over 4 years of experience in warehouse operations. Proficient in operating forklifts, conveyor belts, and scanning systems. Known for adhering to safety protocols and improving workflow efficiency.

### EXPERIENCE

#### Package Handler, FedEx Ground, Memphis, TN

May 2022 – Now

- Sort and load packages onto delivery vehicles according to weight and size requirements.
- Operate conveyor belts, forklifts, and pallet jacks to move packages efficiently within the warehouse.
- Maintain a 98% accuracy rate in package sorting, contributing to faster delivery times.
- Adhere to safety protocols, reducing workplace accidents by 20%.

#### Warehouse Associate, Amazon Fulfillment Center- , Nashville, TN

June 2020 – April 2022

- Processed and packaged orders with speed and accuracy to meet daily targets.
- Monitored inventory levels and reported shortages to the management team to avoid delays.
- Assisted in training new hires on proper handling techniques and warehouse safety protocols.
- Maintained a clean and organized work environment to enhance operational efficiency.