

# Emily Chen

Junior Order Filler

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## Summary

Highly motivated and detail-oriented Junior Order Filler with 2+ years of experience in warehouse operations, seeking to leverage my skills and knowledge to improve order fulfillment efficiency and customer satisfaction.

## Experience

### Order Filler

Jan 2020 - Present

ABC Logistics

New York, USA

Filled customer orders accurately and efficiently, ensuring a 99.5% order accuracy rate and a 25% increase in order fulfillment speed.

- Filled orders for shipping, receiving, and inventory management
- Utilized warehouse management system to track inventory and orders
- Collaborated with team members to achieve a 15% reduction in order processing time
- Maintained a clean and organized work environment, adhering to safety protocols and regulations

### Warehouse Assistant

Jun 2018 - Dec 2019

XYZ Distribution

Los Angeles, USA

Provided support to the warehouse team, resulting in a 10% increase in overall warehouse efficiency and a 5% reduction in errors.

- Assisted with receiving, stocking, and shipping operations
- Participated in cycle counting and inventory audits, identifying and addressing discrepancies
- Developed and implemented a system for tracking and managing inventory, resulting in a 5% reduction in inventory costs
- Collaborated with the warehouse manager to implement process improvements, resulting in a 10% increase in productivity

## Strengths

### Attention to Detail

Proven ability to accurately fill orders and manage inventory, with a high level of attention to detail and a strong focus on quality control.

### Teamwork and Collaboration

Effective team player with experience working in fast-paced warehouse environments, collaborating with colleagues to achieve shared goals and objectives.

## Skills

Inventory Management

Order Fulfillment

Warehouse Management Systems

Time Management

Communication

## Languages

English

Native

Spanish

Intermediate

## Education

Bachelor's Degree 2015 - 2019

California State University

Los Angeles, USA

Business Administration 3.5

## Certificates

Certified Warehouse Associate

2020

National Warehouse Association

Completed a certification program in warehouse operations and management.

## Awards

Employee of the Month 2020

ABC Logistics

Received an award for outstanding performance and contributions to the company.

## References

John Doe, Warehouse Manager

Supervisor

john.doe@abcl.com

**Jane Smith,** Operations Manager  
Former Supervisor  
jane.smith@xyzd.com

## ▮ Hobbies

Reading  
Hiking