

LATRESHA BOLDEN

Material Handler

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(348) 942-8579

123 Main Street, Annapolis, MD 21401



PROFILE

Detail-oriented Material Handler with 1 year of experience in efficiently managing inventory, loading and unloading materials, and ensuring accurate record-keeping. Proficient in operating warehouse equipment, maintaining a safe work environment, and adhering to industry regulations. Demonstrated ability to work collaboratively in fast-paced settings, with a strong commitment to meeting deadlines and optimizing warehouse operations.

LINKS

[linkedin.com/in/latreshabolden](https://www.linkedin.com/in/latreshabolden)

SKILLS

Forklift operation

Inventory management

Pallet jack proficiency

Barcode scanning

Order picking

Packaging expertise

Load planning

LANGUAGES

English

Hindi

HOBBIES

EMPLOYMENT HISTORY

● Material Handler at M.C. Dean Inc., MD

May 2023 - Present

- Successfully managed the inventory of over 10,000 items, reducing stock discrepancies by 25% and increasing overall efficiency in the warehouse.
- Streamlined the material handling process, resulting in a 15% reduction in order processing time and a 20% increase in customer satisfaction ratings.
- Implemented a new barcode tracking system, which decreased order picking errors by 30% and improved overall warehouse organization.
- Led a team of 6 material handlers to achieve a 98% on-time delivery rate, contributing to M.C. Dean Inc.'s reputation for reliable service in Maryland.

● Material Handler I at Aerotek, MD

Jul 2022 - Mar 2023

- Successfully managed the inventory of over 10,000 items, resulting in a 99% accuracy rate and ensuring timely availability of materials for production teams.
- Streamlined the material handling process by implementing an efficient organization system, reducing retrieval times by 25% and boosting overall productivity.
- Trained and supervised a team of 5 junior material handlers, leading to a 20% increase in efficiency and a 15% reduction in errors and damaged materials.

EDUCATION

Certificate in Material Handling and Logistics at University of Maryland, College Park, MD

Sep 2018 - May 2022

Relevant Coursework: Material Handling Equipment, Warehouse Management, Logistics Planning and Analysis, Supply Chain Management, Inventory Control, Transportation Systems, and Operations Management.

CERTIFICATES

Certified Forklift Operator (CFO)

Feb 2022

Certified Material Handling and Distribution Professional (CMHDP)

Nov 2020