

# Elesha Madgett

Shipping Associate

✉ [elesha.madgett@gmail.com](mailto:elesha.madgett@gmail.com)

☎ (351) 106-6997

📍 123 Maple Street, Detroit, MI 48201

## Education

### Associate of Applied Science in Logistics and Supply Chain Management at Macomb Community College, Warren, MI

Aug 2017 - May 2022

Relevant Coursework: Supply Chain Management, Logistics Operations, Transportation and Distribution, Inventory Management, Procurement and Purchasing, Warehouse Management, Global Logistics, Demand Planning, Lean Six Sigma, and Enterprise Resource Planning.

## Links

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

## Skills

Inventory management

Palletizing

Forklift operation

Barcode scanning

Order processing

Packaging expertise

Labeling accuracy

## Languages

English

## Profile

Diligent Shipping Associate with 1 year of experience in efficiently managing and processing shipments, ensuring timely order fulfillment and distribution. Adept at utilizing warehouse equipment, maintaining accurate documentation and adhering to safety protocols. Proven ability to work collaboratively in a fast-paced environment, consistently meeting deadlines and contributing to a high level of customer satisfaction.

## Employment History

### Shipping Associate at United Parcel Service (UPS), MI

Feb 2023 - Present

- Successfully managed the shipping of over 500 packages daily, ensuring timely and accurate deliveries for UPS customers in the MI region.
- Streamlined the sorting process, reducing package processing time by 25% and increasing overall efficiency in the warehouse.
- Implemented a new tracking system for high-value packages, resulting in a 30% reduction in lost or misplaced items and significantly improving customer satisfaction.
- Trained and supervised a team of 10 new hires, leading to a 15% increase in productivity within the first two months.

### Junior Shipping Associate at FedEx, MI

Aug 2022 - Jan 2023

- Successfully managed the shipment of over 500 packages daily, ensuring a 99% on-time delivery rate and contributing to FedEx's reputation for reliability in the Michigan area.
- Streamlined the sorting and processing system, reducing package handling time by 20% and increasing overall efficiency for the entire team.
- Identified and resolved more than 100 discrepancies in shipping documentation within a three-month period, preventing potential delays and additional costs for both FedEx and its customers.

## Certificates

### Certified Shipping and Receiving Associate (CSRA)

Jan 2022

### Dangerous Goods Training Certification

Feb 2020

## Memberships

International Association of Maritime Institutions (IAMI)

International Warehouse Logistics Association (IWLA)