

Laconda Jicha

Warehouse Assistant

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☎ (741) 501-4155

📍 123 Maple Street, Milwaukee, WI 53202

Education

Diploma in Warehouse Management at University of Wisconsin-Milwaukee, WI

Sep 2017 - May 2022

Relevant Coursework: Inventory Management, Supply Chain Operations, Warehousing Technologies, Materials Handling, Logistics Planning, and Health & Safety Compliance.

Links

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

Skills

Forklift operation

Inventory management

Pallet jacking

Barcode scanning

Order picking

Packaging expertise

RFID tracking

Languages

English

Arabic

Hobbies

Organizing and collecting memorabilia

Profile

Dedicated Warehouse Assistant with 1 year of experience in inventory management, order fulfillment, and shipping operations. Adept at leveraging organizational, multitasking, and teamwork skills to enhance efficiency and accuracy in fast-paced warehouse environments. Committed to maintaining safety standards and providing exceptional customer service.

Employment History

Warehouse Assistant at Menards Distribution Center, WI

Mar 2023 - Present

- Successfully managed the receipt and storage of over 5,000 products daily, ensuring timely and accurate processing while maintaining a 99% accuracy rate in inventory control.
- Streamlined the order picking process by implementing an efficient organizational system, resulting in a 20% increase in productivity and reducing order fulfillment time by 15%.
- Trained and supervised a team of 10 new warehouse assistants, leading to a 30% reduction in errors and a 25% improvement in overall team efficiency within the first three months.

Warehouse Assistant Trainee at Amazon Fulfillment Center, WI

Sep 2022 - Feb 2023

- Successfully processed and shipped over 10,000 customer orders within the first 3 months of employment, ensuring timely order fulfillment and a positive customer experience.
- Streamlined inventory management by implementing a new organization system, reducing misplaced items by 25% and increasing overall efficiency of the warehouse operations.
- Trained and mentored 5 new warehouse assistants, contributing to a 40% reduction in training time and a 20% improvement in team productivity.
- Identified and resolved a major bottleneck in the packing process, resulting in a 30% increase in daily packages shipped and a significant reduction in overtime costs.

Certificates

Certified Logistics Associate (CLA)

Oct 2021

Forklift Operator Certification

Mar 2020

Memberships

International Warehouse Logistics Association (IWLA)