

LUELLA LLANO

Warehouse Clerk

luella.llano@gmail.com

(994) 493-2592

123 Peachtree St, Atlanta, GA 30303



PROFILE

Diligent Warehouse Clerk with 1 year of experience in inventory management, order processing, and warehouse organization. Adept at maintaining accurate records, shipping and receiving, and using warehouse equipment safely and efficiently. Strong communication skills and a proven ability to work well in fast-paced, team-oriented environments. Committed to streamlining processes and contributing to overall warehouse operations success.

LINKS

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

SKILLS

Inventory management

Forklift operation

Pallet jacking

Barcode scanning

Order picking

Packaging expertise

RFID tracking

LANGUAGES

English

French

HOBBIES

EMPLOYMENT HISTORY

Warehouse Clerk at United Parcel Service (UPS), GA

Apr 2023 - Present

- Successfully streamlined the warehouse inventory system, leading to a 15% increase in efficiency and reducing order processing time by 2 hours per day.
- Implemented a new barcode scanning system for incoming shipments, resulting in a 10% reduction in manual entry errors and improving overall accuracy of warehouse records.
- Coordinated and supervised a team of 5 warehouse associates during peak season, ensuring timely and accurate processing of over 3000 packages daily, leading to a 98% on-time delivery rate.
- Identified and resolved over 50 discrepancies in the warehouse management system within a 6-month period, leading to a 30% decrease in customer complaints related to incorrect orders.

Warehouse Associate at FedEx Ground, GA

Sep 2022 - Feb 2023

- Successfully increased warehouse efficiency by 20% through streamlining processes and implementing new inventory management software, resulting in a significant reduction in order processing time.
- Effectively reduced product damage rate by 15% by conducting thorough training sessions on proper handling techniques and implementing stricter quality control measures, leading to a decrease in customer complaints and returns.
- Collaborated with the team to achieve a 99.5% on-time delivery rate for all shipments, exceeding company target of 98% and contributing to improved customer satisfaction levels.
- Played a key role in reducing labor costs by 10% through optimizing staff schedules and implementing cross-training initiatives, allowing for increased productivity and flexibility in warehouse operations.

EDUCATION

Diploma in Warehouse Management at Georgia Institute of Technology, Atlanta, GA

Sep 2018 - May 2022

Relevant Coursework: Inventory Control, Logistics Management, Supply Chain Management, Warehouse Operations, Material Handling, Distribution Management, Warehouse Safety, and Transportation Management.

CERTIFICATES

Certified Logistics Associate (CLA)