



Amazon Fulfillment Center Process Assistant

Eileen Smith

Professional summary

Dedicated Amazon Fulfillment Center Process Assistant with 6+ years of experience improving operational workflows and leading teams. Expert in process optimization, inventory control, and employee training. Strong leadership skills with a proven track record of increasing productivity and reducing order errors.

Experience

Process Assistant

June 2021 - Now

Amazon Fulfillment Center / Seattle, WA

- Lead a team of 20 associates in a high-volume fulfillment center, overseeing daily operations to meet performance targets.
- Manage inventory control processes, reducing stock discrepancies by 15% through improved tracking systems.
- Conduct process audits and introduce lean strategies that improved efficiency by 12% while reducing errors in order picking.
- Train new hires on safety procedures, operational workflows, and Amazon's warehouse management systems.
- Analyze data to identify trends and areas for process improvement, implementing solutions that increased throughput by 8%.

Warehouse Associate

July 2019 - June 2021

Amazon Fulfillment Center / Seattle, WA

- Supported the efficient sorting, packaging, and shipping of orders in a fast-paced environment.
- Assisted in receiving and stocking inventory, ensuring proper labeling and organization for easy access.
- Worked alongside supervisors to ensure targets were met and safety standards were followed.
- Conducted quality checks to ensure customer orders were accurately fulfilled and shipped on time.

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Links

LinkedIn: /in/eileensmith

Education

Bachelor of Science in Business Administration

University of Washington

Graduated: May 2019

Certifications & Training

- Lean Six Sigma Green Belt Certification (2024)
- Amazon Certified Forklift Operator (2022)
- OSHA Safety Training Certificate (2019)

Skills

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|------------------------------------|-------|
| Warehouse Management Systems (WMS) | ◆◆◆◆◆ |
| Inventory Control | ◆◆◆◆◆ |
| Data Analysis & Reporting | ◆◆◆◆◆ |
| Lean Manufacturing | ◆◆◆◆◆ |
| Process Optimization | ◆◆◆◆◆ |
| Team Leadership | ◆◆◆◆◆ |
| Safety Procedures | ◆◆◆◆◆ |
| Performance Management | ◆◆◆◆◆ |