

Fleda Keistler

Order Filler

Profile

I have worked as an order filler for 4 years. I am responsible for filling orders and ensuring that they are accurately filled. I also take care of inventory control and keeping the stock room organized.

Employment History

Order Filler at Pick n Save (Wisconsin)

Mar 2022 - Present

- Filled and shipped 300 orders per day on average.
- Maintained 95% accuracy for filling orders.
- Received rewards for excellent attendance and being a top performer in the department.
- Trained 2 new order fillers on department procedures and tasks.
- Worked with team lead to come up with more efficient ways to fill orders that increased productivity by 10%.
- Led team of 4 orderfillers during absence of supervisor.

Warehouse Worker at Aldi (Batavia, Illinois)

Sep 2018 - Jan 2022

- Exceeded productivity goals by filling orders at an average rate of 120 units per hour.
- Maintained 98% accuracy for all orders filled, ensuring that customer received correct product and quantity.
- Demonstrated excellent organizational skills in stocking inventory and keeping the warehouse clean and organized.
- Contributed to harmonious work environment by maintaining positive attitude and collaborating with team members.
- Loaded trucks for shipping, operated pallet jack & other machinery as needed without incident or accidents.
- Secured order loads prior to truck departure to prevent products from shifting & being damaged en route.

Certificates

Military Training (MT)

Apr 2021

Certification in shipping and receiving from a vocational school (CSR)

Jun 2019

Forklift Operator Certification (FOC)

Oct 2017

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📍 2723 East Joyce Boulevard,
Fayetteville, AR 72703

Education

Associate's Degree at Princeton University, Princeton, NJ

Sep 2013 - May 2018

I learned how to use Microsoft Office, Adobe Photoshop and InDesign, HTML, CSS, JavaScript and PHP.

Links

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

Skills

Time Management

Order Filling

Organizational Skills

Computer Skills

Accuracy

Assembly line work

Packing

Languages

English

Urdu