

Eugene Lau

Cypress, CA 90630

3ugene120utz44_juc@indeedemail.com

+1 626 701 6788

Work Experience

Warehouse Associate

Winn Incorporated - Huntington Beach, CA

January 2023 to Present

My daily tasks and responsibilities at this company is to comply safety protocols, fulfill orders and instructions given by head of department.

Order Packing

Pick and Pack small parcel orders

- Registered the weight of each package of the order in the packing list.
- Continue packing the order by crossing out the quantity of each part number after placing it in the appropriate space in the box.
- Complete the order by correctly completing the total number of all packages and the weight on the packing list.
- Initial your name and date on the order form and packing list.
- Sent the original packing list to the customer with the order shipment and keep a copy for our records.
- Place all packages on the conveyor to start the shipping process.

Pick full case/pallet orders

- Complete order by correctly filling in the total of all full case boxes, pallets, and weight in the packing list. Initial your name and date order sheet and packing list.
- Include original packing list with customer order and keep copy for our records.
- Place all necessary labels on each case box if applicable and on the pallet before wrapping
- Shrink wrap pallet for proper shipping.

Shipping

- Small package orders by processing UPS/FedEx/USPS shipping system/EDI fulfillment software such as SPS commerce, TMS based on customers account preference.

Pallet Orders LTL Freight Shipping

- Following all shipping instructions in the customer's shipping routing guide
- Complete freight bill of lading for each LTL freight shipment with all correct shipping information, purchase order number, number of boxes / pallets, total weight, product description, freight class, and freight billing instructions.
- Arrange for pickup by calling the correct freight trucking company following the customer's freight routing instructions.
- The driver assigned to pick up the cargo must sign the bill of lading upon receipt of the shipment.
- Load all the pallets onto the truck using the forklift.

Warehouse Associate

Syco Enterprise Inc - Santa Ana, CA

January 2021 to March 2022

My duties and responsibilities at this company is to fulfill instructions given by head and comply company's safety rules. Primarily in my case is operating forklift and pallet Jack, load and offload trucks/ container and a big area I do a lot of work in is palletized, labeling cartons and pay attention to details such as, no mixed cartons, ensure shipping and receiving address are correct and deliver my best efficiency.

GUEST EXPERIENCE SERVICE CREW

McDonald's - Hong Kong

March 2021 to February 2022

Production Assistant Operations Director

REMARKABLE PROFIT LIMITED - Hong Kong

2020 to January 2022

Food/Beverage Server

Ocean Park 海洋公園 - Hong Kong

September 2021 to December 2021

Public Relations Intern

WM Hotel & Casino - Sihanouville

2017 to 2019

Education

Foundation Certificate in Basic Physiotherapy Skills for the Elderly

HKU School of Professional - Hong Kong

October 2021

Undergraduate in International Business

Bellerbys College - Greenwich

September 2014

High school diploma

Arcadia High School - Arcadia, CA

June 2012

Certificate in Culinary Arts

Arcadia High School - Arcadia, CA

2012

Skills

- Organizational skills
- Time management
- Social listening
- Shipping & receiving

- Materials handling
- Warehouse experience
- Order picker
- Forklift
- Pallet jack
- Order picking
- Heavy lifting
- Packaging
- EDI
- Freight Experience

Languages

- English - Fluent
- Mandarin - Intermediate
- Cantonese - Fluent

Certifications and Licenses

Driver's License

Food Handler Certification

June 2023 to June 2026