

HILLARY V. SMITH

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PROFESSIONAL SUMMARY

Reliable and detail-oriented Shipping & Receiving and Stock Associate with proven experience handling merchandise, processing deliveries, and maintaining organized backrooms. Known for strong physical stamina, punctuality, and a proactive work ethic. Committed to accurate order intake, rapid sales floor replenishment, and positive team collaboration.

CORE COMPETENCIES

Shipping & Receiving: Freight intake, packing slip verification, parcel sorting, order dispatch

Stockroom & Facilities: Backroom organization, aisle upkeep, waste disposal, safe lifting

Retail Stock & Merchandising: Unboxing, tagging, SKU sorting, sales floor replenishment

Workplace Strengths: High physical stamina, strong attendance record, teamwork, fast execution

PROFESSIONAL EXPERIENCE

Shipping & Receiving / Stock Associate

2023 – Present

Als Shoe Factory / Brantford, ON

- Receive and process daily shipments, checking manifests and packing slips to verify item counts and condition.
- Unpack, sort, and organize footwear inventory by style, size, and category for quick stockroom retrieval and floor restocking.
- Maintain a clean, safe, and orderly backroom and staging area to ensure smooth daily operations.
- Safely transport cartons and heavy merchandise using proper ergonomic lifting techniques to hit daily turnaround goals.

Maintenance & Facilities Worker

2021 – 2023

Brantford Property Management / Brantford, ON

- Maintained clean, well-presented property interiors and common areas, assisting with tenant turnovers.
- Applied paints and finishes with attention to detail to ensure clean visual presentation.
- Performed regular grounds maintenance and winter snow/ice clearing to ensure safe customer and tenant access.

Janitorial / Building Maintenance

2020 – 2021

Executive Janitorial Services / Brantford, ON

- Provided thorough cleaning and sanitization for commercial facilities, keeping client-facing areas spotless.
- Kept common areas, restrooms, and entryways clean, hygienic, and fully stocked.
- Worked independently during scheduled shifts, consistently completing tasks efficiently and on time.

EDUCATION & TRAINING

Allanti School of Hairstyling & Aesthetics — Vocational Studies

2016 – 2017

Waterford District High School — Secondary Studies

2007 – 2009

REFERENCES

Professional references available upon request.