

HILLARY V. SMITH

📍 41 St. George St, Unit B • Brantford, ON 📞 (519) 420-8961 ✉ Smittensmitty29@gmail.com

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 SKILLS

SHIPPING & RECEIVING
Freight intake, packing slip verification, parcel sorting, order dispatch

RETAIL STOCK & MERCHANDISING
Unboxing, tagging/labeling, SKU sorting, sales floor replenishment

STOCKROOM & FACILITIES
Backroom organization, aisle upkeep, waste disposal, safe lifting practices

WORKPLACE STRENGTHS
High physical stamina, strong attendance record, teamwork, fast-paced execution

WORK 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.
- Work closely with team members to meet daily delivery, receiving, and restocking targets.
- Safely handle heavy cartons and merchandise using proper ergonomic lifting techniques.

Maintenance & Facilities Worker 2021 – 2023
Brantford Property Management • Brantford, ON

- Maintained clean, well-presented property interiors and common areas, preparing units for occupancy.
- 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, maintaining high standards of cleanliness.
- 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

Available upon request.