

Robert Smith

Cargo Specialist

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SUMMARY

An accomplished employee with demonstrated motivation and dedication to ensure the job is done completely and accurately. Ability to work as a team player and independently. Ability to multitask with high levels of success in completing assigned duties. Always ensures the highest quality of workmanship in any given position.

SKILLS

Power Tools, Computer, Inventory Management, Forklift Operator, Logistics, Project Management.

WORK EXPERIENCE

Cargo Specialist

ABC Corporation - June 2008 - August 2011

- Routed inbound and outbound air freight shipments to their destinations.
- Took telephone orders from customers and arranges for pickup of freight and delivery to loading platform.
- Assembles cargo according to destination.
- Notifies shippers of delays in departure of shipment.
- Unloads inbound freight and notifies consignees on arrival of shipments and arranges for delivery to consignees.
- Complied records of amount, kind and condition of cargo loaded on or unloaded from ship.
- Verifies amount of cargo against lists complied form bills of lading or shipping manifest.

Cargo Specialist

Delta Corporation - 2006 - 2008

- Worked with fellow military men and women to maintain mission, maintained physical fitness, and maintained weapons qualifications.
- Maintained Army Code of Conduct.
- Successfully completed Warriors Leaders Course on Commandants List.
- Supported missions in Kentucky and Mississippi, loading and unloading cargo via train.
- Inspect, count, and document cargo utilizing both manual and automated data processing systems Load and unload supplies and equipment from ships, .
- Honorable Discharge in December 2008.
- Load and unload military vehicles, Operated and performed preventive maintenance on 5-ton trucks, 4K-10K forklifts, and rough terrain container .

EDUCATION

General Education/Criminal Justice - (Bryant & Stratton College - Hampton, VA)