Robert Smith

Lead Contract Worker

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Contract Worker in Logistics Professional with 7+ years of transferable experience, specializing in Logistics Supply Support, Material Management, and Supply Chain Management. Highly proficient in project planning and analyst management with the organization throughout a career. Strong corporate insight possessing guidance, analytical, collaborative, verbal and written communication skills.

WORK EXPERIENCE

Lead Contract Worker

ABC Corporation - April 2014 – April 2014

Responsibilities:

- Handled shipping and receiving tasks and arranged deliveries for carriers.
- Scheduled, received customer orders via fax, electronically and by phone.
- Shipped and received skills, updated shipping instructions, invoices, and created scan sheets for JIT deliveries.
- Managed material releases and changed production orders.
- Relayed appropriate information regarding customers to internal departments including sales, production, and shipping.
- Checked inventory and prepared data to send ACUM reports to customers.
- Entered data into the ERP configuration management database.

Contract Worker

Delta Corporation - 2011 – 2014

Responsibilities:

- Working with clients in all aspects of their personal/home needs.
- Organizing, decorating, cleaning, sitting with loved ones and doing physical activities with disabled clients.
- worked on networks, ran cable, and basic IT work.
- Temporary employment Harvey Gulf, Total Safety.
- Performed warehouse duties, Shipping, receiving, delivery.
- Performed fire watch duties.
- Machine operator, inspected finished product for defects, cleaned facilities and machines, worked alone and with others.

Education

Associate in Automated Machine Design - (Macomb Community College)

SKILLS

MS Office, Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**