

# ROBERT SMITH

## Asst. Distribution Lead

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Experienced in all aspects of the distribution process to include receiving, pick, pack and ship. Systems experience includes using a warehouse management system, RF technology as well as both internal and external shipping.

### CORE COMPETENCIES

Certified Forklift Operator, CPR And AED. Highly Skilled In All Microsoft Applications, Warehouse Systems.

### PROFESSIONAL EXPERIENCE

#### Asst. Distribution Lead

ABC Corporation - January 2006 – December 2008

##### Key Deliverables:

- Responsibilities Establishing and communicating the department or companys goals, mission, vision and values.
- Initiates and conducts periodic staff meetings.
- Conducts one-on-one feedback meetings with staff to ensure employees perform job Responsibilities and meet established goals and the companys high quality standards.
- Ensures employees are fully trained and qualified to complete their job Responsibilities and adhere to the companys policies and procedures.
- Develops employees for future possibilities.
- Documents employee performance, disciplinary or any other employment related issues in a timely manner.
- managing 16 associates.

#### Distribution Lead

Delta Corporation - 2002 – 2006

##### Key Deliverables:

- Made sure employees are in place to work and fix any problem that might come up.
- Picked candles and accessories with pick to light system and hand scanners.
- Packed products into cartons and ensured products were free of defects.
- Performed additional duties.
- Maintained a clean working area.
- Adhered to company safety.
- Coordinated material movements between the distribution and production departments to ensure adequate supply of components and resolve any inventory.

### EDUCATION

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- High school or equivalent - (Kisoro High School)