

ROBERT SMITH

Logistics/ Material Handler

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

6+ years of experience as a Material Handler. An effective team member who has displayed exceptional customer service which has enabled me to be very proficient within a fast-paced working environment. Willing to take on new challenges that will enhance my career.

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Adobe Photoshop, Adobe Dreamweaver, Industry Certified, Customer Service, Sales, Management, and Warehousing.

WORK EXPERIENCE

Logistics/ Material Handler

ABC Corporation - August 2013 – Present

- Meeting aircraft and transporting packages and freight to sort and heavyweight areas.
- Assisting in ensuring aircraft, vehicles and containers are loaded/unloaded in a safe and efficient manner including dangerous goods, in accordance with proper packaging and freight handling techniques.
- Ensuring broken down freight is properly stored, staged and protected from the elements at all times.
- Properly handling packages covered by regulatory requirements, such as handling live animals and perishable goods.
- Separating packages by service type and destination, in accordance with established procedures.
- Reviewing the size and weight of packages to ensure conformance with service requested.
- Ensuring all packages which cannot be sorted are staged as required in the operating plan, as needed.

Customer Service

ABC Corporation - May 2013 – July 2013

- Demonstrates respect, friendliness, and professionalism at all times.
- Understands customer service as a number one priority and responds to customer service calls immediately.
- Handles all customer issues in a friendly and helpful way, calling a member of the supervisory staff when needed.
- Cross-performs in all assigned areas to ensure that merchandise sizing, ticketing, and presentation are to company standards.
- Bringing new receipts to the sales floor with a sense of urgency.
- Merchandising all items to the monthly in-store marketing book.
- Maintaining merchandise/brand name familiarity within department assist customers.

SCHOLASTICS

- AA - 2015(Palm Beach State College - Palm Beach Gardens, FL)Diploma - 2010(Boynton Beach Community High School - Boynton Beach, FL)Diploma in Engineering - 2010(Embry Riddle Aeronautical University - Daytona Beach, FL)