Robert Smith

Packaging Coordinator

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SUMMARY

Seeking the position of Packaging Coordinator. Dedicated, highly skilled professional with a unique blend of artistic, technical, and business management skills. Able to take a project from start to finish independently, directing others, or as a team player.

SKILLS

Excellent written and Oral communication Microsoft.

WORK EXPERIENCE

Packaging Coordinator

Hatch Stamping Company - January 2015 – 2016

- Worked with new artwork to ensure food packaging requirements were on the packaging for both federal and Idaho regulations.
- Assisted salespeople with packaging questions.
- Maintained lists of Idaho packaging used for the Idaho Potato Commission.
- Lead the team to incentify salespeople to use up discontinued packaging.
- Interacted closely with Packaging Management, QA, Maintenance.
- Performed reconciliation of Packaging Records. Worked closely with Shift Supervisor to ensure that the orders are pulled, loaded, and shipped per customer specifications.
- ${job_description7}

Packaging Coordinator

Delta Corporation - 2019 – 2020

- Maintained material classification and material master system.Checked the weight, length, width, and temperatures of frozen foods.
- Ensured all personnel in the packaging area got breaks and lunches on schedule.
- Maintained and Stocked shelves.
- Handled incoming and outgoing shipments.
- Perfromed daily coordination of expendable packaging for all customers.
- Performed daily interaction with multiple ZF departments such as master schedulers, material handlers, transportation, receiving, logistics, accounting, and controlling.
- ${job_description27}

EDUCATION

- (Western High School - Parma, MI)

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