

ROBERT SMITH

Jr. Pick Packer

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SUMMARY

Hard working and eager to learn with experience in a range of functions to support and meet business objectives. Simultaneously manages multiple competing tasks. Function effectively both independently, and as a team member.

SKILLS

Management, Organizing.

WORK EXPERIENCE

Jr. Pick Packer

ABC Corporation - October 2006 – October 2010

- Accurately picked, packed and shipped products in a manner to ensure consistent on-time delivery of orders.
- Read pick ticket to determine items to be selected to fill the customer orders.
- Assembled customer orders by accurately picking and counting items to fill the orders from stock, placing orders on pallets, shelves or in containers.
- Recorded an accurate count for each item selected on pick ticket and initialed the document.
- Coordinated and corresponded shipping information with International Customers, when necessary.
- Prepared items for shipment by verifying item and count for accuracy against customer order.
- Updated all shipping records and computer information.

Pick Packer

Delta Corporation - 2001 – 2006

- Hand stack all merchandise it had been packed on to pallets.
- Reliable work ethic.
- Skills Used operating pellet jack.
- Warehouse experience.
- Work Duties Measured, cut and spooled wire for electrical system work.
- Operated forklifts to transport a variety of manufacturing materials.
- Maintained and updated warehouse task documentation and records for submission to supervisors.

SCHOLASTICS

- H.S. in General Education - (Ossining, H.S. - Ossining, NY)