

# Robert Smith

## Receiving Coordinator III

### PERSONAL STATEMENT

Ultimate objective is to secure long term employment at a job that I can envision myself retiring from, that offers a reasonable rate of pay and affordable health insurance.

### WORK EXPERIENCE

#### **Receiving Coordinator III** **AlumaForm - August 2013 - 2019**

##### *Responsibilities:*

- Oversees the flow of inventory into and out of the warehouse, including ordering, storage, maintenance, loading, shipping and receiving.
- Investigate all inventory shortages and discrepancies.
- Receives delivered supplies, materials, and equipment; confirms that delivered goods match purchase order specifications of quantity, condition, model number, etc; completes all necessary paperwork for stock items received.
- Dispatch, coordinate, manage container deliveries, while determining the most efficient loads to remain cost effective for the company.
- Ensures that incoming and outgoing product meets quality standards.
- Created procedures to help organize inventory control.
- Established and implemented the companys international shipping and receiving module, and trained personnel on the procedure.

#### **Receiving Coordinator** **ABC Corporation - 2012 - 2013**

##### *Responsibilities:*

- Responsible for receiving multiple containers daily as well as putting them into inventory.
- Im also responsible for keeping track of the inventory, and this past year had a 99% accuracy rate for the entire warehouse.
- Work on the production line as well and am used to being in a fast paced environment, and like to push myself to excel at speed as well as efficiency.
- Monthly i have to go through sales orders and bill of ladens and keep track of what is going out the door as well as coming in, and track it through miscrosoft excel.
- Have my license in both sit down and stand up forklifts, and Im also able to use pallet jacks, electric or manual use.
- Can also use a scissor lift but i am not certified as of yet.
- Im familiar with UPS worldship and FedEx shipping manager..

### Education

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Receptionist, Customer Service, CPR, Medical Terminology, Crisis Management, Medical Administration, SAP, Receiving, Inventory Management, Attention To Detail, Microsoft Office, Quality Control, Data Entry, Critical Thinking Skills, Dispatch, Transportation, Inventory Control, Sales.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)