ROBERT SMITH

Post Closing Shipper

info@qwikresume.com | https://Qwikresume.com

Hard working, results-oriented, disciplined, punctual and consistently meet deadlines. Respectful, friendly, enjoys diverse people, outgoing and can inspire others. A hard worker, set high standards for myself, and possess exceptional customer service skills.

2008 – 2009

POST CLOSING SHIPPER - ABC CORPORATION

- Kept records or all outgoing and incoming shipments.
- Prepared shipping documents, mailing labels, and ensured that orders have been filled accurately.
- Recorded items taken from inventory and when orders were filled.
- Obtained items from the stock room, noted when inventories ran low, and wrapped or packaged goods in shipping containers.
- Moved goods from plant to shipping dock and directed its loading.
- Receiver Checked shipment for any discrepancies in quantity, price and discounts.
- Routed shipments to proper departments, warehouse sections or stockroom.

2007 – 2008

SHIPPER - ABC CORPORATION

- I had a hand in everything from when the package entered y building to when it left.
- Spent a vast majority of my time driving a fork lift or shipping boxes.
- I helped many of my fellow employees learn new jobs and helped train many other shippers.
- Was most often the fastest receiver or truck loaded on my shift.
- Skills Used Taking the initiative to start a job and finish it.
- Im trained on many different types of equipment that were needed to fulfill the job needed.
- Had many projects that I headed or assisted with during my time with UPS..

EDUCATION

High School Diploma - 2011(Excel Academy North - Philadelphia, PA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

SKILLS

Artist.