ROBERT SMITH

Shipping and Receiving Associate-General

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Meticulous worker skilled at juggling multiple tasks and working under pressure. Skilled with experience in the shipping and receiving industry, making sure with precision and expertise to go above and beyond company expectations. Creative professional personality.

MAY 2015 – NOVEMBER 2016

SHIPPING AND RECEIVING ASSOCIATE-GENERAL - ABC CORPORATION

- Manufactured foam bag furniture, from child size to eight-foot bags depending on what size the customers ordered.
- Shipping and receiving clerk continuously shipped multiple orders across the United States.
- Handled day to day operations as Manager needed me to include warehouse inventory and training new employees on all other warehouse duties.
- Trained to drive stand up forklifts, and maintain all checklist and trained by the company.
- Worked as lead on overnight shift maintained and produced fifty-plus foam bags per night.
- Managed and trained other employees during the busy season.
- Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.

2014 – 2015

SHIPPING AND RECEIVING ASSOCIATE - ABC CORPORATION

- Sort and organize posters, banners, business and personal cards, big case cards, spinners, on the shelf.
- Use the computer to print out the sales order for each company.
- Pack the items according to the sales order.
- Then, use the computer and rf scanner to ship the sales order.
- Use a grommet press to punch holes on items.
- Construct boxes to fit large jobs.
- Efficiently multitasking, meeting and beating deadlines at a fast pace Skills Used Cutting, boxing, organization, computer literacy, team player, easily trained, multitasking and punctuality.

EDUCATION

HS- (Green Valley High School - Henderson, NV)

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SKILLS

Logistics, Operating Equipment Safely, Time Management, MS Office.