ROBERT SMITH

Asst. Shipping and receiving Supervisor

E-mail: info@qwikresumc.com **Phone: (0123)-456-789**

SUMMARY

A short time later being placed in their welding program and eventually excelling at it. I was brought in to general aluminum on a one to two day job turning bearings for the tool room so they could get caught up. While working I made such an impression on the workers in the tool room I was offered a job in the tool room and ended up staying there for one year as a temp.

SKILLS

Customer Relationship Management, Front Desk, General Office Skills, Customer Service Skills.

WORK EXPERIENCE

Asst. Shipping and receiving Supervisor

ABC Corporation - April 2003 – April 2007

- Provided mail and shipping support for company personnel.
- Engaged and built positive relationships, maintaining positive communications with vendors, mail and shipping couriers.
- Involved in package handling, load and unload from trucks, received the incoming shipment and delivered to the customer, sorted mail and delivered to clients.
- Used postage meters, helped with the training of international shipping, filling out and using of custom forms.
- Provided postage and shipping cost, worked with shipping regional reps to negotiate sales business solutions and discount rates for the business.
- Reported to upper management of accidents, suspicious, unknown packages training, proper wear of gear, back support, keeping eye on supplies inventory.
- Serviced copiers and printers by clearing paper jams, loading paper, checking for computer locations, servicing needs, refilled toner ink, took meter reads, called for technical support when needed.

Shipping And Receiving Supervisor

ABC Corporation - 2001 – 2003

- Responsible for helping staff with billing and package tracking issues.
- Execute data entry functions, performed shipping and receiving duties.
- Made sure all records are filed in alphanumeric order.
- Made sure all employees receive their US Mail, Federal Express, UPS packages after logging all packages received in the computer system.
- Supervised fifteen employees.
- Interprets company policies to workers and enforces safety regulations.
- Maintains time and production records..

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SCHOLASTICS

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