

# Shipping and Receiving Supervisor/Lead

## ROBERT SMITH

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### Objective

Highly resourceful and performance driven candidate with extensive experience in shipping, receiving and inventory management in a multi-million dollar manufacturing company. Expertise includes reducing inventory and shipping variance, material handling and leadership skills.

### Skills

Shipping And Receiving, Mechanics, Arts.

### Work Experience

#### Shipping and Receiving Supervisor/Lead

**ABC Corporation** - 1990 - 2005

- Managed and maintained an inventory of over 2 million dollars and credited with achieving accuracy of over 99.5% of warehouse inventory each year.
- Instrumental in setting up the Dock Lock system for securing freight trucks to the shipping dock.
- Implemented vertical parts storage system and streamlined material handling in the company.
- Access to parts and downtime due to incorrect part location improved significantly.
- Directed execution of weekly inventory reports, shipments receivable and deliveries for over 250-300 line items every week.
- Performed internal audits, cycle counts, analyzed spreadsheet reports and implemented corrective action.
- Supervised five team members in the shipping and inventory department.

#### Shipping And Receiving Supervisor

**Electronic Recyclers** - 1988 - 1990

- Receiving supervisor at this company my duties included daily forklift check list and scale check list for the employees, setting up the daily dock schedule for the day, making sure the trucks arrive on time and ready to unload, making new shipment numbers if needed/updating shipment numbers.
- Reviewing paper work once load has been finalized making corrections if any errors, working with compliance making sure the paper is 100% to turn over to the accounting department.
- My responsibility here at ERI is very challenging due to a heavy backlog of trucks and working with logistics, we face many challenges in the receiving department everyday is inconsistent with the different clients we deal with which helped my experience in supervision.
- At this job it requires a lot of team work and skill planning due to the fact that it is a recycling warehouse which leads to a large amount of space required for the receiving docks to unload trucks.
- It gave me experience on how to manage a heavy flow backlog on trucks of over 120 loads and patience to overcome events like this.
- Also how to work with an environment like ERI handle different types of demeanor, attitudes and a solid background to supervision.

- Skills Used My skills at ERI I possessed were great working skills, organizing and planning, building a great new team, training receiving clerks and forklift drivers, fast learner to adapt anywhere.

## Education

Business Administration - 1976(Crowder Junior College - Neosho, MO)