

Shipping Operator

ROBERT SMITH

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Objective

As a Shipping Operator, responsible for getting products ready for shipping by using MI for the load. Documents loading of train cars, trucks, or containers. and also responsible for ensuring the efficient operation of assigned equipment and processes.

Skills

Microsoft Office. Operated Forklift, Good Communicator.

Work Experience

Shipping Operator

ABC Corporation - September 2010 - December 2012

- Examined contents and compared them with records, such as manifests, invoices, or orders, to verify the accuracy of the incoming or outgoing shipment.
- Prepared documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Recorded shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Routed materials to departments, using work devices, such as hand trucks, conveyors, or sorting bins.
- Conferred or corresponded with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Located and picked orders received online. Scanned items to be processed into the computer. Determined and verified the shipping order method.
- Monitored and directed the work of lower-level clerks.

Shipping Operator

Delta Corporation - 2014 - 2016

- Corrected and inspected each order for quality. Packed order in the appropriate box.
- Performed activities such as Picking orders, Organizing/Straightening products.
- Made sure that products ordered by customers were properly packaged before being shipped out.
- Spent time working with a computer and scanning items to make sure nothing was missing or damaged.
- Shipped and received parts, chemicals, and packed paint to be shipped, along with data entry.
- Contacted carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Collected, counted, and disbursed money, do basic bookkeeping, and complete banking transactions.

Education

High School Diploma