

# ROBERT SMITH

## Shipping Operator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Seeking a Shipping Operator position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

### CORE COMPETENCIES

Analytical skills, Leadership, and Management Skills.

### PROFESSIONAL EXPERIENCE

#### Shipping Operator

**ABC Corporation - November 2010 – June 2014**

##### Key Deliverables:

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answered telephones, direct calls, and take messages.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.
- Compiled, sorted, and filed records of office activities, business transactions, and other activities.
- Delivered messages and run errands.

#### Shipping Operator

**Delta Corporation - 2015 – 2017**

##### Key Deliverables:

- Responsible for planning and executing work operations in accordance with established procedures, guidelines, complaints with F.E.T Organizations.
- Prepared product for shipping per various packaging requirements.
- Cultivated a positive and motivating work environment.
- Operated industrial grab truck on a daily basis -Loaded paper rolls into containers and railcars following specific customers.
- Counted boxes for shipping and palletizing. Made load tags for shipments Bundle and shrink wrap finished goods.
- Assisted Pharmacists in the Quality Control Area, accurately and efficiently pack Patient orders and prepared medication orders for shipment.
- Processed batches as well as raw material blending, Filtering, transferring, and loading product per client material request.

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### EDUCATION

- General Studies Associate Degree - 1990(Labette Community College - Parsons, KS)