

# ROBERT SMITH

## Shipping Operator

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Motivated and highly productive Shipping Operator professional with a research background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

### SKILLS

Decision Making Skills, Excellent Reasoning, and Analytical Skills.

### WORK EXPERIENCE

#### Shipping Operator

Pactiv - March 2014 – 2016

- Used SAP to find the delivery and print a pick list to locate the material to load on to trucks.
- Unloaded live shipments that bring in raw material or returns from a company.
- Unloaded packing material and putting them away in the correct location.
- Utilized work instructions and followed shipping protocol.
- Understood ISO Process toward total quality management.
- Understood and practice safety policies and enforce said policies.
- Able to communicate with other employees in a courteous and professional manner.

#### Shipping Operator

Delta Corporation - 2018 – 2020

- Received Packages and send packages to clients.
- Loading 2500lbs and more of paper with a roll clamp pit.
- Facilitated maintenance involved in all aspects of maintaining a large facility.
- Established maintenance service and repair protocol which helped reduce equipment downtime by 10%.
- Established a maintenance preventive maintenance program to help maintain and extend equipment life.
- Ensured and promote safe, healthy, and environmentally sound working conditions. All the Time.
- Supported Logistics Supervisor as needed.

### SCHOLASTICS

- High School Diploma in Basic - 2007(BBCHS - Bradley, IL)