

# Robert Smith

## Shipping Operator

### PERSONAL STATEMENT

To obtain a Shipping Operator with high skill in heavy equipment knowledge. Hands-on experience with the railroad and over-the-road shipments. Reliable worker with a strong mechanical aptitude and a willingness to learn and grow.

### WORK EXPERIENCE

#### **Shipping Operator**

**ABC Corporation - February 1992 - October 1997**

##### *Responsibilities:*

- Trained on mobile equipment, forklift, and track mobile.
- Responsible for moving rail cars around in the shipping yard.
- Tracked and logged the weight of railcars for shipments.
- Communicated operational issues and changes to supervision on a regular basis.
- Shipped, received, and filled orders for various stores.
- Restocked inventory locations using bar code scanning equipment.
- Emphasized and assisted in creating a neat and clean work environment.

#### **Shipping Operator**

**Delta Corporation - 1999 - 2000**

##### *Responsibilities:*

- 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

Associates of Applied Sciences in Business/Automotive Rick - (Automotive Rick's College - Rexburg, ID)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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### **SKILLS**

Great Attention to Detail  
Communication Skills,  
Excellent Organizational  
Skills.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)