

Objective

As a Shipping Operator, responsible for managing incoming and outgoing shipments and verifying contents/quantities. Experience in Preparing outgoing shipments for delivery or shipping and updating logs daily.

Skills

Microsoft Office, Customer Service.

Work Experience

Shipping Operator

Scentsy Inc - 2007 – 2010

- Cautiously handled products in an effort to avoid damage.
- Monitored all docks and entire warehouse.
- Loaded and unloaded trucks as needed.
- Received and staged UPS orders.
- Received and distributed vendor supplies.
- Maintained a neat and cleaned warehouse.
- Performed necessary work in unloading, filling, and loading drums.

Shipping Operator

Delta Corporation - 2011 – 2012

- 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.

Education

B.A in Environmental Studies - (Boise State University - Boise, ID)