

ROBERT SMITH

Shipping Operator

info@qwikresume.com | <https://Qwikresume.com>

Seeking a Shipping Operator position in general warehousing to utilize my skills and abilities in a fast-paced, deadline-driven, dynamic and professional environment that encourages and helps me to grow with the company and drives me to give my best to the organization.

AUGUST 2007 - SEPTEMBER 2011

SHIPPING OPERATOR - ABC CORPORATION

- Pulled and prepared the product for shipment ensuring the exact number and types of product is loaded.
- Performed necessary work in inspecting, loading, and unloading tank wagons, totes, and rail cars.
- Maintained and recorded all inventory changes and performs necessary work for the blending of products.
- Maintained current, detailed knowledge and understanding of all shipping equipment, and chemicals that are loaded or unloaded, and contents of Shipping Procedure Manual.
- Participated in Plant Emergency Response Team.
- Wrote Start Work and Hot Work Permits for maintenance and created work orders.
- Maintained good housekeeping habits to ensure the cleanliness, neatness, and order of work area and equipment.

2015 - 2017

SHIPPING OPERATOR - DELTA CORPORATION

- 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 in General - 2001(Pebblebrook High School - Mableton, GA)

SKILLS

Microsoft Office, ADP Payroll, Operated Forklift.