

Robert Smith

Shipping Operator

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SUMMARY

Accomplished professional with 20+ years' experience in management as a Shipping Operator. Knowledge and experience in all aspects of the manufacturing of medical devices under FDA regulations including production, planning, scheduling, inventory control, warehousing, and quality.

SKILLS

MS Office, Customer Service, Excellent Organizational Skills.

WORK EXPERIENCE

Shipping Operator

ABC Corporation - May 1998 - August 2002

- Printed and affixed shipping labels on packed boxes.
- Verified, packed product weight and shipping label match the order in the computer system.
- Maintained workflow through pack stations while maintaining accuracy and pace.
- Inspected forklift equipment and supplies such as tires, lights, brakes, fuel, etc.
- Sorted and placed materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Filled requisitions, work orders, or requests for materials, tools, or other stock items.
- Counted items to ensure conformance to company standards.

Shipping Operator

Delta Corporation - 2004 - 2006

- 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

- (Clear Creek High School - League City, TX)