

ROBERT SMITH

Jr. Shipping Receiving Clerk

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Superior dedicated individual, well-organized professional with extensive experience in Customer Service and Warehouse Distribution Operations.

JUNE 2007 - JUNE 2009

JR. SHIPPING RECEIVING CLERK - ABC CORPORATION

- Picked and packed printed material orders from a staged area or production assembly line to prepare in boxes and palletize for shipment.
- Computer generated accurate count invoices and labels for proper shipment.
- Computer generated UPS World-ship, FED-EX Power-ship and DHL International shipments.
- Shrink wrapped materials, stacked and banded skids.
- Load/Unload trucks operating a crown sit down forklift or electric pallet jack.
- Received stock orders from various vendors, counted and pulled inventory.
- Took customer service calls relating to the shipping department.

2006 - 2007

SHIPPING RECEIVING CLERK - ABC CORPORATION

- Shipping and receiving, which included using SAP System, UPS Connectship as well as UPS Worldship international shipping, FED EX, and Migo system.
- Also responsible for pulling orders, packing orders, and stock put away Acting lead.
- Working will call customer service to make sure customers received the correct product.
- Organizing and Loading truck shipments and also unloading shipments.
- Also was part of the packing and shipping of a complete warehouse to a different location.
- Was a very dedicated employee and was there til the day the warehouse closed its doors.
- Skills Used Excellent communication skills, the ability to get a job done or handle many tasks at one time and get them done in a timely fashion with minimal supervision..

EDUCATION

Diploma in ForkLift Certified. Provides Exceptional Performance and Effort - (Rezin Orr Academy - Chicago, IL)

SKILLS

Technical Skills, Communication Skills.