ROBERT SMITH

Shipping Receiving Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To develop a long-term career opportunity with a major company that will allow me to achieve my full potential, in the field of warehouse management and inventory control.

CORE COMPETENCIES

Warehousing, Inventory Management, Shipping And Receiving, Shipping And Receiving, Customer Service, Customer Service, Retail.

PROFESSIONAL EXPERIENCE

Shipping Receiving Manager

ABC Corporation - June 1997 – August 2001

Key Deliverables:

- Delivered all incoming packages, letters, artwork via Federal Express, U.P.S., Airborne Express.
- Managed monthly promotional mailings to national radio stations, publications and media.
- Oversaw and managed large incoming shipments from Cinram, BMG Distribution and vendors.
- Developed inventory spreadsheets for the promotions, marketing and sales departments.
- Shipped time sensitive elements/materials to regional BMG offices throughout the U.S.A.
- Partnered with departments and tenants to understand the physical dynamic of shipping/receiving location and help to determine best practices for incoming and outgoing shipments Establish and monitoring security procedures and protocols to safeguard warehouse operations and contents.
- Used basic computer skills.

Shipping Receiving Manager

Delta Corporation - 1992 – 1997

Key Deliverables:

- HDT Expeditionary systems provide supplies for Crisis Intervention Oversee a staff of 8 personnel Increased On time delivery from 60% to 98% Provide .
- West Bagley Road, Berea, OH 44017 -Industrial cold forming internal and external Manufacturing Co.
- Hear Shipping Manager -Internal and External Customer Routing -Product Pickups and Shipping Order arrangements -In.
- To Store Closing The Place Furniture Galleries, NY My duties are internet shipping and receiving with UPS, FedEx, and various trucking .
- Manage and oversee the tracking and safety of out of state shipments to the store and to customers.
- Shipping Receiving Manager Calais Contract Carpet - Dalton, Ga.
- years experience Shipping Recieving Supervisor Custom Coating - Dalton, Ga.

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EDUCATION

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2259 Oak Street, Old Forge, New York, 13420
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