

JACKSON TURNER

Shipping and Receiving Helper

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PROFESSIONAL SUMMARY

Results-oriented Shipping and Receiving Helper with 5 years of experience in logistics and package handling. Adept at ensuring accurate inventory management and timely deliveries while adhering to safety protocols. Proven track record of improving operational efficiency and fostering positive customer interactions, contributing to overall service excellence.

WORK EXPERIENCE

Shipping and Receiving Helper

Seaside Innovations

📅 Mar / 2021-Ongoing
📍 Santa Monica, CA

- 1. Delivered time-sensitive packages and mail to residential and commercial locations.
- 2. Handled packages weighing up to 100 pounds, ensuring safe transport.
- 3. Assisted in loading and unloading trucks to maintain efficient operations.
- 4. Managed recycling materials and ensured compliance with disposal regulations.
- 5. Maintained cleanliness and organization of delivery areas.
- 6. Collaborated with team members to enhance delivery efficiency.
- 7. Utilized hand tools and equipment for safe package handling.

UPS Driver Helper

Lakeside Apparel Co

📅 Mar / 2020-Mar / 2021
📍 Chicago, IL

- 1. Verified shipment contents against manifests to ensure accuracy.
- 2. Documented shipment data for accounting and inventory management.
- 3. Prepared shipping documents, such as bills of lading and work orders.
- 4. Packaged and labeled materials for secure shipping.
- 5. Utilized hand trucks and conveyors to route materials efficiently.
- 6. Executed quality checks on outgoing shipments to avoid discrepancies.

EDUCATION

Associate of Applied Science in Logistics

Central Community College

📅 Mar / 2019-Mar / 2020
📍 Denver, CO

Focused on supply chain management and logistics operations.

SKILLS



ACHIEVEMENTS

- 🌟 Streamlined package sorting process, reducing retrieval time by 20%.
- 🌟 Achieved 98% accuracy in inventory counts over 5 years.
- 🌟 Trained new staff on safety protocols and efficient handling techniques.