ROBERT SMITH

Warehouse Operations Specialist

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SUMMARY

Warehouse Operations Specialist with more than 10 years in the United States Marine Corps. Successfully led training programs for hundreds of Marines. Reliable, diligent, and flexible professional with superb communication capabilities. Committed, disciplined, and highly motivated Marine seeking to transition to a civilian career following honorable military service.

SKILLS

Account Management, Data Entry, MS Office, Financial Management, SAP, WMS, RF Scanner, Parcel Sorting, Cash Handling.

WORK EXPERIENCE

Warehouse Operations Specialist

ABC Corporation - July 2015 – April 2020

- Maintained accurate stock records and schedules.
- Selected products for specific routes according to pick sheets.
- Processed customs duties and fees quickly to release international shipments.
- Oversaw special orders and after-hours, urgent shipping jobs.
- Unloaded, picked, staged and loaded products for shipping.
- Conducted monthly inventories of warehouse stocks Operated SAP shipping system efficiently and accurately.
- Received incoming shipments and reviewed contents against purchase order for accuracy.

Warehouse Operations Specialist

Delta Corporation - 2012 – 2015

- Assembled product orders from a catalog of over 500,000 industrial supplies in an expedited manner to maximize daily order fulfillment within .
- Increased quality control and cost efficiency of outbound inventory through order customization while upholding a 99% accuracy rate per line item .
- Utilized a Logistics Support system to establish and improve shipping and receiving operations.
- Delivered product and other materials utilizing the company box truck.
- Performed daily shipping and receiving task, trained new employees on forklift operations, and was lead production assistant.
- Inspected & repaired RMA camera/encoder equipment & performed burn-in bench tests for quality assurance.
- Documented all areas of RMA process from receiving, repairs, testing & shipment info using Salesforce CRM.

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SCHOLASTICS

- Diploma In Education

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