

Objective

Dedicated and responsible professional with more than 4 years of experience as valuable manufacture and quality worker. Possess an outstanding reputation for following rules and procedures and maintaining high-quality standards.

Skills

Hand Tools, Stock Items, Unload Trucks, Osha.

Work Experience

Warehouse Shipping Clerk

Bentek - June 2015 – 2016

- Managed web site maintenance and warehouse shipping and packaging of pool supply products, store maintenance, web site upgrades, server maintenance, .Operated electric riding pallet jack.
- Supervised operations for completing daily tasks and meeting strict deadlines.
- Monitored and met daily quotas through a wearable wrist scanner.
- Responsible for pick sort and packing of outgoing merchandise.
- Verified outgoing stock orders to requested specifications.
- Operated forklift and hand truck, did company errands.
- \${job_description7}

Warehouse Shipping Clerk

Delta Corporation - 2019 – 2020

- Posted weights and shipping charges, and affixes postage.
- Unpacked and examined incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Prepared shipping documents, data entry, phone service, customer service, weigh, lift, stack, pack, pick orders, inventory, very familiar with Fed Ex,.
- Worked well with incoming vendors, customer pickups, signed documents to be shipped.
- Prepared shipping documents to be shipped out to a print manufacturing company.
- Worked well with incoming vendors, customer pickups, signed documents to be shipped and received.
- Recorded tracking information, dimensions, weight, and special notations.

Education

General Education - (Willow Glen High School)