

PROFESSIONAL SUMMARY

Result oriented warehouse associate with over 14 years experience in warehouse operations, specializing in shipping and receiving. Very versatile in forklift operation, with high attention to safety. Reliable and efficient employee that enjoys being challenged. Thrives in timeline driven environments, with the ability to set a high pace. Constant professional that requires little or no supervision. Promotes team work. Seemingly always looked to for leadership and direction.

WORK HISTORY

Warehouse Associate • *Delco Foods*

Indianapolis, IN • February 2006 to March 2022

- Utilized RF scanning equipment in junction with WMS to properly receive all product into system.
- Very versatile in warehouse operations.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Started for Delco in 2006, changed locations in 2017, and then back to Delco in 2021.

Shipping and Receiving • *Chromalloy*

Oldsmar, Florida • January 2020 to May 2021

- Drafted and managed work and shipping orders, bills of lading and shipping route materials for accurate and compliant recordkeeping.
- Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation.
- Compared shipping orders and invoices against contents received to verify accuracy.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.
- Conducted research to address shipping errors and packaging mistakes.
- Packed, secured, labeled and applied postage to materials to prepare items for shipment.
- Maintained accurate records in Epicor and Mercury, including materials weights, bill amounts and identified variances.

Warehouse Associate • *VistaPharm*

Largo, FL • August 2018 to December 2019

- Shipped material and performed boxing, packing, labeling and preparation of any related documents.
- Cycle count with special attention to accuracy.
- Recorded information, shortages and discrepancies in SAP system.
- Assembled and filled orders to be shipped to customers.
- Utilized FedEx shipping program to ship orders to customers.

EDUCATION

GED - General Studies • *Central Nine Career Center*

Greenwood, IN • 2005

CORE 40 • *Beech Grove High School*

Beech Grove, IN • January 2004