**Name**

**Address**

**Phone**

**Email**

**OBJECTIVE:**  To have the ability to showcase my determination, productivity and professionalism to an employer where the company will be proud to have brought me aboard to contribute to the overall success of the company.

**Skills:**

* ***Active Listening*** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* ***Critical Thinking*** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* ***Coordination*** - Adjusting actions in relation to others' actions.
* ***Judgment and Decision Making*** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Experience:**

* Trained new employees to operate forklifts and clamps.
* Supervised work shifts and assigned work assignments as well as conducted safety meetings.
* Opened and closed the warehouse facility and did all door checks daily.
* Examined shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
* Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using a forklift, or other equipment.
* Pack containers and re-pack damaged containers.
* Loaded, unloaded, or stacked containers, materials, or products.
* Prepared documents, such as work orders, bills of lading, or shipping orders, to route materials.
* Packed, sealed, labeled, or affixed postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
* Read work orders or received oral instructions to determine work assignments or material or equipment needs.
* Recorded number of units handled or moved, using daily production sheets or work tickets.
* Recorded shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
* Requisitioned and stored shipping materials and supplies to maintain inventory of stock load, unload, or stack containers, materials, or products
* Attached identifying tags to containers or mark them with identifying information for shipping.
* Maintained production or work records and maintain safe work environment.
* Operated computers and Radio Frequency hand scanner to move inventory.

**Work History:**

Staffing, PA *Shipping and Handling* 10/13/2013 - present

Staffing, Wilmington, DE *Shipping and Handling* 11/01/2012 - 02/13/2013

PA *Shipping and Handling* 04/10/2012 - 10/31/2012

Raleigh, NC  *Receiving Lead* 09/30/2007 - 04/01/2012

Hanover Township PA  *Shipping /Receiving* 02/02/2000 - 08/25/2007

**United States Marine, USMC Rifleman, Honorable Discharge with service from 09/02/1979 – 10/10/1983**

**Education:**

National Guard, Annville, PA Attained GED or Equivalency Diploma