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| **Anthony James**  920 918 7102  3434 S. 12th st, Apt. 101, Sheboygan, WI 53081  [Jamesanthony2374@gmail.com](mailto:Jamesanthony2374@gmail.com) |  |

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**Objectives**

General warehouse laborer with 4+ years of experience in warehouse operations. Avid on-the-job learner excited to apply acquired knowledge while advancing skill-set for the benefit of assisting with the growth of Brady Corporation.

**Experience**

**Jun 2016 | Present Shipping Clerk/Material Handler**

Pace Industries | 1600 7th Avenue Grafton, WI

Responsible for working as part of a team in a busy warehouse and ensuring that all customer deliveries are collected, loaded and go out on time.

**Skills**

* Quickly assembling and filling large and small orders to be shipped to customers.
* Operating power handling equipment to move stock and select and palletize loads.
* Using software to sequence delivery orders and keeping stock organized.
* Loading and unloading of trucks from ground level or platforms.
* Matching quantities and items being shipped out against the customer’s invoice.
* Experience with different die casting machines throughout the warehouse
* Experience in the melt department and procedures
* Load parts in appropriate boxes or containers.
* Used Microsoft Word, Excel, Power Point and Spreadsheet.

**Feb 2012 | April 2016 G &D Integrated Material Analyst**

G&D Integrated |50 Commerce Dr. Morton, IL

**Skills**

* Scanned and checked products going out to customer’s were correct.
* Put orders into computer to create a packing list for all orders leaving warehouse.
* Oversee integrity and accuracy of all product leaving the warehouse during active shifts
* Inspect and research inventory discrepancies
* Document and report on all damaged product using appropriate paperwork and procedures
* Moved items in computer from different stock and staging locations.
* Performed inventory audits for missing materials.
* Used Microsoft Word, Excel, Power Point and Spreadsheet.

**Jan.2008 |Dec. 2011 Tool Room attendant**

Caterpillar Inc. |2411 W. Clark St, Peoria, IL

**Skills**

* Scanned and checked products going out to customer’s were correct.
* Put orders into computer to create a packing list for all orders leaving warehouse.
* Attended to receiving and ordering tool and parts for many machines
* Logged returning and outgoing tools and equipment in computer and record log
* Oversee the delivery of tools and products in tool crib
* Loaded and unloaded products from loading dicks onto trucks for customers
* Scanned items to loading locations and storage bins
* Counted orders for outgoing accuracy
* Inspect and research inventory discrepancies
* Document and report on all damaged product using appropriate paperwork and procedures

**Education**

**March 2011 | Associate in Computer Programming Technology**

* Familiar with computer setup programs and operating systems
* Capable of performing software upgrades