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# Paul Nicholson

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## Professional Summary

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Hardworking Shipping Specialist with proven experience packing, labeling, and processing sizeable shipments under high-pressure deadlines. Skilled in quality assurance practices and cold chain industry procedures.

Deadline-driven Freight Handler with a 2-year history in operations. Excellent math skills and problem-solving ability. Proven track record of surpassing expectations in all tasks.

Personable Warehouse Professional with strong background in logistics, shipping preparation, and large-scale operations. Dedicated worker with flexible schedule seeking immediate employment.

Capable Warehouse Worker able to lift 75 pounds and manage complex tasks with ease. 2 years' experience loading, unloading, and organizing shipments in fast-paced warehouse setting. Able to quickly learn and master new skills.

Dependable Warehouse Operator well-versed in all aspects of supply-chain management. Natural leader with advanced safety training seeking growth opportunity. Detail-oriented and hardworking with a focus on quality in all assignments.

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## Skills

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- Accurate and efficient
- Flexible team player
- Results-producing
- Excellent grammar
- Complex problem solving
- Mentoring and motivating employees
- Packing and scanning orders
- Heavy industrial equipment operation
- Safety-oriented
- HAZMAT training
- Lift up to 75 pounds
- Shipping and receiving
- Palletizer knowledge
- Leadership skills
- Forklift operator

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## Experience

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**Laborer**, 04/2014 to 08/2014

**B and M Roofing** - Frederick, CO

- Demolished existing structures to prepare for new building construction.
- Reported any project delays to the site foreman.
- Practiced safety in operating tractors, electric saws, and various tools.
- Met with construction teams on each site to track ongoing progress and suggest areas for improvement.
- Followed instructions carefully in installing water, sewer pipes, and storm drains.

- Maintained clean and organized construction areas to reduce risk of hazards.
- Completely removed hazardous debris from construction sites.
- Sterilized construction equipment, work surfaces, and tools with chemical solutions.
- Ordered lumber and construction equipment for a large commercial project.

### **Overnight Receiving, 11/2011 to 04/2014**

#### **Sam's Club - Arvada, CO**

- Courteously greeted visitors in the reception area.
- Transferred incoming calls to the appropriate department with accuracy and speed.
- Prepared containers for shipment, packaging items and filling boxes.
- Performed periodic reviews of warehouse inventory to determine stock levels.
- Safely operated forklift and other large equipment to load cargo.
- Organized pallets according to company-mandated stacking procedures and affixed appropriate tags.
- Inspected cargo to identify, remove, and re-pack damaged items.
- Assembled various boxes, containers, crates, and packages according to instructions.
- Cultivated a pleasant store environment by greeting shoppers upon arrival.
- Conducted inventories of store supplies and apparel.
- Recognized for consistently scoring high on customer satisfaction surveys.
- Ensured the showroom was orderly and presentable.
- Promptly completed sales transactions.
- Presented new product ideas to upper management.
- Explained company policies to customers in detail.
- Neatly stocked shelves and conducted ongoing inventories of clothes and accessories.

### **Cashier, 11/2010 to 11/2011**

#### **Target - Broomfield, CO**

- Assessed customer needs and recommended appropriate merchandise.
- Responded to customer inquiries and concerns to quickly resolve all concerns.
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- Maintained clean and well-organized sales floor, dusting and arranging merchandise.
- Notified security personnel of suspected shoplifters.
- Managed an average of 200 transactions daily.
- Performed periodic inventory checks and cycle-counts to maintain accurate stock records.
- Set up and arranged store displays according to pictures, charts, and written instructions.
- Communicated store specials, sales, and promotional offers to customers as they arrived.
- Surpassed individual sales quotas for 5 consecutive months.
- Provided outstanding customer service to all guests, acting as a friendly brand ambassador.
- Greeted customers and assisted them in finding merchandise.

- Remained productive during slow periods, folding clothes and stocking merchandise when not assisting guests.
- Educated customers on various types of merchandise, explaining style, use, and benefit.
- Developed positive working relationships with team members and store managers.
- Participated in weekly team meetings to provide helpful feedback and communicate concerns.

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## Education

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GED: Carpentry, Sep 2010

Collbran Job Corps - Collbran, CO