

MICHAEL J PAULSON

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OBJECTIVE

Experienced Warehouseman seeking employment in a distribution, transportation, or warehouse environment. Skilled on most equipment, I have diverse warehousing, material handling, and transportation experience which includes;

- 1) Order Picking
- 2) Shipping
- 3) Receiving
- 4) Returns
- 5) Dispatch
- 6) Supervisory
- 7) Customer Service.
- 8) RF Equipment

I am an experienced, hard working person who cares about doing a good job everyday, seeking long term employment with a company that my blend of skills will help contribute to it's success.

JOB HISTORY/DUTIES

Distribution Associate

Staples

Arden Hills, Mn

Start Date: August 2007 End Date: January 2012

Employed in warehouse of Office Products supplier. Using stockpicker I pick shelf replenishments daily, (usually 350-400 cartons) Also other warehouse duties as assigned. Certified on all equipment ie: Electric Pallet Jack, Forklift, (gas and electric) Stockpicker. This was a part time position 4am-8am Monday thru Friday. I left this position due to lay-off

Inter-Modal Dispatcher

Multi-Modal Transport

St. Paul, MN

Start Date: 11/1/2004 End Date: Present

Prioritize and set Import/ Export appointments, secure equipment, Dispatch drivers, Issue resolution, at busy Inter Modal Trucking company. Direct interaction with steamship companies, rail, customers, and drivers. Work with all to provide excellent service, in the most economical and profitable manner. Extensive customer/driver contact.

Operations Supervisor

Xpress Global Systems

Mendota Heights, MN

Start Date: 7/1/2003 End Date: 10/1/2004

Oversaw 1st Shift Operations for Air Freight/Floorcovering warehouse-terminal. Direct responsibility for inbound, outbound freight, dock personnel, drivers and office. Routing and dispatch of drivers, Position involved heavy customer contact. Customers included Home Depot, Menards, and many other local home improvement companys. I left this position due to lay-off.

Warehouse Associate

United Stationers
Brooklyn Park, MN

Start Date: 4/1/1988 End Date: 7/1/2003

Picked and packed orders, received freight, putaway, replenishments, returns, In a 25,000 sku office products warehouse. Employed here from 1988 through 2003, well versed in all warehouse operations. Was Lead and then Supervisor of 14 associates for 2 years until position was eliminated and I returned to warehouse. During this time I conducted reviews, hired associates, disciplined associates, and did my best to implement company vision and policy. I regretfully left this position to pursue a Supervisor position with Xpress Global Systems.

Press/Collater Helper

Northstar Computer Forms
Brooklyn Park, MN

Start Date: 8/1/1997 End Date: 3/1/2005

Working for Business Forms printer. I assisted pressman, and collater operators, cleaning presses, helping with make ready, got paper, caught off presses and collaters, boxing, wrapping, Operated shredder and baler disposing of sensitive checks and documents. Using clamp truck and forklift I loaded and unloaded trucks. This was a part time position, 25+ hrs per week.

EDUCATION

Major: General
North High School, MN US
Date Completed: 6/1/1974

Major: none
none, MN US

LICENSES/CERTIFICATES/ADDITIONAL TRAINING

CPR/First Aid Certified

American Red Cross MN

Bloodborne Pathogens

In House MN

Certified Forklift Trainer

Raymond Lift Trucks MN

TQM Classes

In- House MN

ADDITIONAL SKILLS

Extensive experience in most Distribution Center activities, including returns, Shipping, Receiving, Order picking, Three years supervisory experience. Ability to interact with all levels of Distribution Center associates. Maintained near perfect order fill accuracy, Extensive experience on all material handling equipment. Certified Forklift Trainer, CPR/First Aid Certified. Strong work ethic, Good problem solving abilities.

NOTES AND ACTIVITIES

Dedicated hard working employee, Not afraid to get hands dirty. Excellent interaction with all levels of staff. Good problem solving ability. Certified on most material handling equipment. Former forklift trainer, Former supervisor knows the importance of teamwork, strives to be excellent employee. Well seasoned in providing good service to all customers both internal and external. Perfect attendance 12 consecutive years. I am an excellent employee for any company. Pay is negotiable.