

Donisha D. Davis

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Objective: Obtain a position at well-known warehouse company that utilizes my experience and skills for the development of company.

Summary of Qualifications

- Over 13 years' experience in Export Shipping & Receiving clerk capacity and certified to ship International also experience with the AESDirect system Electronic Export Information (EEI) to the Automated Export System (AES)
- Comprehensive knowledge of inventory control and warehouse operations
- In-depth knowledge of processing shipments by means of database
- Able to answer phones, check in drivers and order follow up
- Thorough understanding of operating forklift trucks I, IV, V, Electric Pallet Jacks, and miscellaneous power equipment
- Strong Knowledge of utilizing the Fed-Ex, Ups, DHL systems
- Expert user of MS Word & Excel
- Proven record of providing excellent customer service
- Good written and verbal communication skills

Achievements

- Employee of the month – Sep 2011(ION Geophysical)

Employee of the month- June 2014 (Pellerin & Milnor thru Automation Personnel Services)

- Received an exceptional recommendation upon completion of the shipping project
- successfully completed on the job training planned for full-time employees

Employment History

ION Geophysical Corp,

200 Plantation Rd, Harahan, LA

2004-2009

Senior Material Handler

Responsibilities:

- *Pull Customer Orders/ Stock Requisitions per request : Collect parts per pick-list and deliver to Assembly and/or Shipping Departments.*
- *Unload Delivery Vehicles: Process and deliver freight to Inventory Warehouse.*
- *Stage Specific Deliveries: For Quality Assurance Department pre-inspection.*
- *Maintains clean, orderly warehouse to comply with company safety policies and OSHA regulations.*
- *Receive and verify material against purchase orders/invoices. Reconcile all errors in a timely and professional manner.*
- *Performs inventory corrections and physical cycle counts*

ION Geophysical Corp, Harahan, LA

2009-2013

Promoted to Lead Shipping Clerk

Responsibilities:

- *Manage day to day shipping operations.*
- *Plan for shipments on open orders reports.*
- *Maintain relationships and iron out problems or potential problems with shipping department vendors (i.e. supply vendors, couriers, truck lines, airlines).*
- *Comprehensive knowledge of reviewing orders to ensure quality and completeness.*
- *Highly skilled in assembling and packaging finished goods and ship in a timely manner to meet Customer ship date.*
- *Proven record of operating automated packaging equipment and shipping systems*
- *Arrange couriers/trucks to pick up shipments based on size/weight/customer needs.*
- *Expedite parts through Q.C. or various departments when required.*

- *In-depth knowledge of sorting, scanning and labeling all packages for shipment.*
- *Strong Export international knowledge.*
- *Supply quotes for weights and dims/shipment cost to Customer Service so they can supply the customer with an accurate quote for an order.*
- *Able to clean shipping area on a daily basis*
- *Thorough understanding of shipping reports and documents including bill of lading, international formalities, and end of day processing*
- *Load and unload delivery trucks for receiving stock and filling orders for transport*
- *Organize physical inventories to verify stock and identify losses.*
- *Maintain physical inventory for shipping locations in ERP system.*
- *Effective supervision skills*
- *Able to ensure accuracy of shipments*

Pellerin & Milnor (Temp to Hire thru Automation Personnel Services)
700 Jackson St, Kenner, LA 70062

Assembler 2
12/2013-08/2014
Packing & Crating Department

Clean, Assembly, Prep industry washer machine, dryers, tunnels, conveyors, press, and extractors for shipping purposes.

John C. Stennis Space Center (NOAA)
National Data Buoy Center Warehouse Bldg # 3202
Mississippi, 39529

Logistics Clerk
08/2014- current

Logistics clerks record and coordinate the flow of work and materials between departments, examine orders for goods, and prepare production schedules.

- *requisition supplies from stock and send orders to production departments and other firms*
- *confirm completion of orders and compliance with specified details*
- *receive and check purchase requests against inventory records and stock on hand*
- *examine orders and compile data for production schedules*
- *check inventories and prepare delivery schedules*
- *investigate and identify supply sources and prepare and process purchase orders*
- *count incoming stock and reconcile it with requisitions*
- *update inventory and stock location records.*
- *packing, receiving and issuing equipment and supplies;*
- *maintaining stock records and inventory levels of consumable materials;*
- *utilizing an automated tracking and record keeping system for all types of logistics activities*
- *controlling and tracking of capitalized, accountable, and non-expendable property, instrumentation, and electronic equipment*
- *collecting and in putting data into an automated or manual record keeping system*

Education:

McDonough# 16

New Orleans, LA

GED Adult Education

Graduated May 2000

12 Years Certifications and Experience:

Forklift Certified

DOT Certified

IATA Certified

Hazmat Certified

Operations and Export Compliance Certified

OSHA knowledge

ISO 9001

Strong Knowledge using the Instapak machine

Skills and Abilities

- *Ability to operating equipment used in warehouse*
- *Basic math skills*
- *Ability to interpret and understand complex, multi-step written and oral instructions*
- *Excellent computer skills*
- *Good physical stamina*
- *Ability to read, write and communicate clearly in English*
 - *In-depth knowledge of Warehouse Inventory Control*
 - *Ability to load and unload all incoming material and validating those supplies*
 - *Ability to verify the accuracy of shipments by checking for shortages and damaged goods*
 - *Ability to input purchase order receipts and posting to operating system*
 - *Ability to write routine reports and correspondence*
 - *Ability to addresses e-mail and phone requests and questions*
 - *Proficient with Microsoft Office - Word, Excel*
 - *Skilled at operating mobile equipment such as pallet jack and forklift*

Communication/Problem Resolution

- *Resolved a wide range of problems, including missing inventory, & deliveries*
- *cancellations, damaged merchandise and incomplete deliveries*
- *Discussed shipping and packing issues with co-workers and management*
- *Develop improved practices*
- *Trained new warehouse workers from various ethnic backgrounds*

References: Available upon request

Certificate

This is to certify that
Donisha Davis
Input / Output Incorporated
has successfully completed

DOT Hazardous Materials Training

and has been trained and tested in General Awareness, Function-Specific, Safety, and Security
Awareness in accordance with the requirements of the US Department of Transportation at
49 CFR 172.702 and 49 CFR 172.704
presented by

Environmental Resource Center
101 Center Pointe Drive, Cary, NC 27513 919-469-1585
www.ercweb.com

Barry Gillespie

Barry Gillespie, Instructor

Employer

June 21, 2007

Certificate Number: 47478

Certificate

This is to certify that
Donisha Davis
Ion Geophysical Corporation
has successfully completed

IATA Dangerous Goods Update - Webcast

and has been successfully trained and tested in General Awareness, Function-Specific, Safety, and Security Awareness in the transportation of dangerous goods in accordance with the requirements of the International Air Transport Association and the Department of Transportation at 49 CFR 172 Subpart H.
presented by

Environmental Resource Center
101 Center Pointe Drive, Cary, NC 27513 919-469-1585
www.ercweb.com

Lara Pilon, Instructor

Donisha Davis
Ion Geophysical Corp
Employer

April 11, 2013

Certificate Number: CFWS15768

Certificate

This is to certify that
Donisha Davis
Ion Geophysical Corporation
has successfully completed

IATA Dangerous Goods Regulations Webcast

and has been successfully trained and tested in General Awareness, Function-Specific, Safety, and Security Awareness in the transportation of dangerous goods in accordance with the requirements of the International Air and Transport Association and the Department of Transportation at 49 CFR 172 Subpart H.
presented by

Environmental Resource Center
101 Center Pointe Drive, Cary, NC 27513 919-469-1585
www.ercweb.com

Kristie Cook Absler

April 14, 2011

Kristie Cook Absler, Instructor

Employer

Certificate Number: 114609