

Kenneth Joeseph Paul

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Shipping - Packing

Prospect Fastener
Wauconda, IL

March 2013 - October 2014
Contact - Rich Pratt Jr. - 847-526-2950

A high energy, reliable, honest and conscientious employee who can work under direct or indirect supervision. Able to complete assigned duties efficiently and enthusiastically.

- Prepare product for shipments
- Pack orders for stock

Lead Material Handler - Lead Assist Supervisor

Lawson Products Inc
Des Plaines, IL

2000 - August 2012
Contact - Glen Panek - 773-304 5050

More than 13 years' experience in Shipping and Receiving at a main distribution center for maintenance hardware. Licensed Fork Lift operator actively supports UPS Manifest system, basic knowledge of companies computer programs, regularly assess bill of lading from major trucking establishments, initiates open and appropriate communication with management, peers and others throughout the organization.

Lead Material Handler

2003 – August 2012

- Verify employee time cards for management
- Maintained daily carry over/daily report of warehouse skids ☐ Licensed fork lift operator to load and unload branch trucks
- Document and log proper seal information for shipping on bill of lading
- Properly log data into UPS Manifest system
- Complete weekly audit of performances from peers for department management
- Verify and balance UPS inbound shipments
- Managed Xerox machines and department ordering supplies

Receiving/material handling

2000 – 2003

- Received and verified bulk products from breakdown of shipments
- Balance incoming shipments against the original order and the accompanying bill of lading or invoice
- Route/move shipments to designated area
- Operated Electric Pallet Jack, Bailer (cardboard crusher), Shrink wrap machine

Packer

1998 – 2000

- Prepare product for shipments
- Fill supply/product orders
- Operated heat tunnel, Bailer, Electric Pallet Jack
- Efficiently prepare shipment label