

# Brian Williams

Houston, TX 77041

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Authorized to work in the US for any employer

## Work Experience

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### **Shipping Coordinator/Inventory Control**

PROSERV-Houston, TX

February 2018 to September 2025

- Coordinated and expedited flow of materials using SAP and Oracle according to schedules or priorities and Shipping using ups world ship and fed ex and International Shipping
- Attached identifying tags to containers or mark them with identifying information.
- Read work orders or received oral instructions to determine work assignments or material or equipment needs.
- Recorded numbers of units handled or moved, using daily production sheets or work tickets.
- Compiled, stored and managed electronic and physical records for all transactions associated with materials received, stored, transferred and issued. Inventory cycle counts each day.
- Quality Control Inspection. Inventory Cycle counts each day. Moved freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers
- Generated appropriate shipping documents, including packing lists, commercial invoices, bills of lading and hazardous materials declaration forms.
- Operated equipment such as press machines hand trucks, stand up reach truck forklift, and sit down forklift trucks, pallet jacks, electric lifts, electronic scales and overhead cranes.

### **Dock Coordinator/Shipping and Receiving Associate**

DB SCHENKER-West Branch, IA

April 2015 to November 2017

- Prepared orders for shipment following order tickets, purchase orders and pick lists.
- Generated appropriate shipping documents, including packing lists, commercial invoices, bills of lading and hazardous materials declaration forms.
- Coordinated freight pickup.
- Inspected all deliveries for completeness, quality and accuracy.
- Used software such as ERP Systems, Deltek/Crosspoint and Oracle.
- Directed received items to appropriate departments.
- Used office suite software such as Word, Excel, Outlook, PowerPoint and Access.
- Used shipping software.
- Coordinated international shipments.
- Handled and stored hazardous materials.
- Operated printers, copy machines and fax machines.
- Operated equipment such as hand trucks, stand up reach truck forklift, sit down forklift trucks, pallet jacks, electric lifts, electronic scales and cranes.
- Followed regulations to ship orders by truck freight.
- Received parts, supplies and equipment.
- Labeled items as required.

- Recorded items using barcode scanner.
- Used office suite software such as Word, Excel and Outlook.
- Maintained inventory of shipping materials and supplies and Inventory cycle counts.
- Melt metals together in up to 20' mold
- Pulled out up to 20' metal with "U" crane for lay out

### **Material Handler/Shipping and Receiving Lead**

EXTERRAN-Houston, TX

June 2012 to March 2015

- Prepared orders for shipment following order tickets, purchase orders and pick lists.
- Followed regulations to ship orders by air, ocean and truck freight.
- Generated appropriate shipping documents, including packing lists, commercial invoices, government transfer forms, bills of lading and hazardous materials declaration forms.
- Coordinated freight pickup.
- Inspected all deliveries for completeness, quality and accuracy.
- Used software such as SAP, Microsoft dynamics AV for Inventory cycle counts
- Recorded items using barcode scanner.
- Coordinated with vendors for item tracking, returns, exchanges and adjustments.
- Used office suite software such as Word, Excel, Outlook, PowerPoint and Access.
- Used shipping software
- Coordinated international shipments.
- Operated equipment such as assembly machines, motor vehicles, hand trucks, fork lifts, and stand up reach forklift trucks, pallet jacks, electric lifts, electronic scales and cranes.

### **Warehouse Associate**

Coopersmith-Houston, TX

May 2005 to February 2011

- Prepared orders for shipment following order tickets, purchase orders and pick lists.
- Followed regulations to ship orders by air, ocean and truck freight.
- Generated appropriate shipping documents, including packing lists, commercial invoices, government transfer forms, bills of lading and hazardous materials declaration forms.
- Coordinated freight pickup.
- Inspected all deliveries for completeness, quality and accuracy.
- Used software such as SAP, Deltek/Crosspoint and Oracle.
- Recorded items using barcode scanner.
- Coordinated with vendors for item tracking, returns, exchanges and adjustments.
- Used office suite software such as Word, Excel, Outlook, PowerPoint and Access.
- Used shipping software.
- Coordinated international shipments.
- Operated equipment such as motor vehicles, hand trucks, sit down fork lifts, and stand up forklift, pallet jacks, electric lifts, electronic scales and overhead and jib crane.

## Education

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### **Associate**

TCU-Houston, TX

2002

## High School Diploma

Houston Lee

August 1993 to May 1997

### Skills

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- MRP
- Project management
- Microsoft Office
- 3PL
- Analysis skills
- Time management
- Transportation management systems
- HR sourcing
- Schematics
- ERP systems
- Electrical experience
- Writing skills
- Construction
- Operations management
- Contracts
- Forklift, Forklift Driver, Jib Crane, Reach, Warehouse Associate, Reach Truck, Cash Handling, Computer Literate, Customer service, General Office, Local Only, Marketing, Quality Control, Sales, Solder by Hand, Telemarketing, Typing, Warehouse / Production, Computer Skills, General Office Duties, Soldering, Telephone Skills, Languages, Delivery, Packaging, Policy Analysis, Quality, Safety, Fax, Inventory Management, Materials Management, Microsoft Excel, Microsoft Office, Microsoft Word, Photocopier, Pick, Printers, Scanners, Shipping, Pallet Jack Operation, Quality Assurance and Control, Dollies, Forklift, Heavy Equipment, Inspection, Machinery, Housekeeping, Oracle, Sap, Hand trucks, Microsoft PowerPoint
- Heavy lifting
- SAP ERP
- Crane
- Production management
- Electrical systems
- SAP
- GMP
- Warehouse management
- ArcGIS
- Computer skills
- Conflict management
- Organizational skills
- Negotiation
- Data entry
- Cherry picker

- Machining
- Communication skills
- Materials handling
- Microsoft Excel
- AutoCAD
- SharePoint
- Word processing
- Purchasing

## Languages

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- English - Expert

## Certifications and Licenses

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### **Driver's License**

### **Crane Certification**

### **Forklift Certification**

September 2023 to September 2026

### **Hazardous Waste Operations & Emergency Response Training**

### **Pallet Jack Certification**