

V e t e r a n

Charles Watkins
1658 Malvern Avenue
West Valley City, Utah, 84119
melanoma1658@gmail.com
801-759-7160

Professional Highlight

19 years successful experience in warehouse management. Industrious and self-motivated with experience in shipping/ receiving and driving trucks. Known for good attention to detail
In administration and hands-on functions. Also skilled at various tasks and procedures.

Skills

Warehouse Management
Inventory Control
Computer receiving
Training

Forklift operator
Load/ Unloading
Scheduling Deliveries
Type 30 wpm

Receiving orders
Production Line
Message Center

Experience

Core-Mark International

May 2013-2019

Receiving Specialist

- * Process and key in returns daily from convenience stores in the West;
- * Processed damaged goods from warehouse operations and finalize daily;
- * Organize and finalize processed returns daily

Intermountain Precision Machine

2006- 2011

- * #1 Lead man in shipping and receiving;
- * Pulled many orders, process, engrave, package, box and ship;
- * Built various pallets and expedited the shipping process;
- * Revolutionized inventory control, maintained and coordinated all inventory

US Postal Service

5 years

Training Supervisor

- * Supervised 15 mail clerks for USPS, training supervisor 204b for 4 years;
- * Instrumental in streamlining various mail operations procedures at USPS

Education

Salt Lake Community College
Fayetteville Technical Institute

Associates Degree
Certificate

Business Management
Admin. Specialist

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