

CHARLES WILLIAMS

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CORE COMPETENCIES: *Multi-Tasking *Effective Communication Skills
*Creative Thinking *Excellent Teaching Abilities *Leadership Abilities *20 years shipping
and Receiving *UPS and FedEx Knowledge *International Shipping *Forklift Certified *Excel
& Word Experience *Inventory Control *Cycle Counting

WORK EXPERIENCE:

Spectrum Embroidery | Plymouth, MN

Aug 2018 - Present

- Shipping and receiving product on a daily basis through UPS and FedEx
- Receive customers for drop off and pick up of product
- Delivery made to customer for both pick-up and delivering of merchandise
- Training new hires on processes

American Financial Printing | Minneapolis, MN

Mar 2018 – Aug 2018

- Shipped and received printed material via UPS and FedEx
- Processed mail
- Managed inventory

Circuit Check | Maple Grove, MN

Nov 2017 – Jan 2018

- Shipping and receiving product on a daily basis via UPS and FedEx

Cyber Optics | Golden Valley, MN

Apr 2017 – Nov 2017

- Shipped and received electrical components on a daily basis through UPS and FedEx

TDX | Bloomington, MN

Aug 2016 – Mar 2017

- Shipping and receiving computer components on a daily basis through UPS and FedEx
- Shipped internationally
- Cycle counting

The Bernard Group | Chaska, MN

Jan 2016 – Aug 2016

- Shipping and receiving display units via UPS and FedEx
- Loaded and shipped on LPL's

Baxter Health Care | Brooklyn Park, MN

Jul 2014 – Apr 2015

- Shipping and receiving medical supplies via UPS and FedEx