

David Williams

Shipping and Receiving Clerk / Certified Forklift Operator

Aurora, CO 80012

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Energetic and Organized Shipping and Receiving Clerk / Certified Forklift Operator - Warehouse worker and Lab Technician with excellent time management skills. Computer literate with efficiency to work with shipping software such as INFOR, UPS Worldship and FedEx etc. Ability to perform data entry duties into operational systems as well as use basic office equipment. Looking for a position where I can utilize my skills and become a part of a great company to grow with.

Authorized to work in the US for any employer

Work Experience

Shipping Clerk Lead

Belmar Integrated Logistics - Denver, CO

August 2019 to October 2019

Receives, verifies and keeps records on incoming shipments by performing the following duties.

- * Receives inbound shipments from over 20 different carriers using WMS.
- * Maintains inventory of shipping materials and supplies.
- * Performs all computer functions necessary to track various aspects of goods.
- * Supports the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customers.
- * Reports defective materials or questionable conditions to the department supervisor as well as the carrier.
- * Responsible for keeping an adequate supply of shipping materials on hand at all times.
- * Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- * Assists lumpers when needed.
- * Maintains a good repertoire with drivers.

Lab Technician I

Vitalant Blood Services - Denver, CO

October 2018 to January 2019

- Performs all assigned duties in compliance with internal SOPs and external regulations.
- Prepares all blood components including centrifugation, separation, freezing, thawing, washing, storage, sterile docking, transformation, and filtration.
- Assures product quality and volume while maintaining accurate records.
- Performs receipt of freshly drawn units and samples, and unpacks, evaluates, and routes samples for accessioning.
- Performs labeling of routine and special components and quarantine of unacceptable components. Maintains equipment and work areas as assigned.

Shipping and Receiving Clerk

Keyston Bros - Denver, CO

November 2017 to March 2018

INTEL / Black Box Network Services

- Management of all inventory in and out of the warehouse.
- Load and unload trucks using a forklift or pallet jack while ensuring that items are loaded in a safe and timely manner.
- Verifies proper documentation, labeling, counts and weights on all product/s to be shipped or received.
- Makes adjustments of inventory counts, stock records, damaged stock and location changes to correctly fill incoming and outgoing orders.
- Perform routine clerical duties; data input and memos, as well as responding to management inquiries as necessary by phone, email, or fax.
- Always maintains a safe, clean and friendly work environment.

Shipping and Receiving Clerk / Lead Forklift Operator

TPM Staffing - Denver, CO

October 2015 to August 2017

- 24-7 LOGISTICS /Keyston Bros

- Prepares and processes customer orders domestic/international via INFOR software, and using UPS Worldship, FedEx, as well as CH Robinson, Kangaroo and OnTrac Carrier software for outgoing shipments.
- Inspects incoming shipments for damage; counting and correctly labeling all received shipments to be put away into inventory.
- Load and unload trailers using a sit-down Forklift or pallet jack, as well as organize warehouse inventory such as the Burlington Coat Factory, Bed Bath and Beyond, DSW, and Vitamin Shoppe stores.

Forklift Operator / Shipping and Receiving Clerk

TCG CONTINUUM LLC - Denver, CO

April 2013 to July 2015

- Lead Forklift Operator / RF Picker: Pick orders generated by handheld RF gun using Forklifts such as the Class II (Man up), Sit Down, Turret lift & Crown TS series Lifts and electric or manual Pallet Jacks.
- Shipping & Receiving Clerk: Prepare shipping routes, assessed rates, and determined most effective shipping methods. Created UPS shipping labels for small/large item customer order shipments.
- Pack out- Processor: Review, evaluate and process outgoing orders through WMS.
- Sorter/Palatizing: Separate, organize, stage and repackage all orders to be processed for shipment or awaiting repair.

Education

A.S. in MEDICAL SPECIALTIES in MEDICAL SPECIALTIES

COLLEGE AMERICA - Denver, CO

Skills

- Outlook, Word, Excel, PowerPoint (10+ years)

- Shipping Receiving
- Shipping
- Warehouse Associate (10+ years)
- UPS
- Forklift (6 years)
- Logistics (6 years)
- WMS (6 years)

Certifications and Licenses

Forklift Certified

March 2018 to March 2021

Forklifts such as:

*Class II (Man up)

*Sit Down

*Turret lift

*Crown TS Series

*Electric or manual Pallet Jacks.

Assessments

Email — Highly Proficient

July 2018

Measures a candidate's ability to effectively compose and organize email messages.

Full results: <https://share.indeedassessments.com/>

[share_to_profile/3c261342e307e67eefdceff49f35f74ceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3c261342e307e67eefdceff49f35f74ceed53dc074545cb7)

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