

DOUGLAS MADDEN SHIPPING RECEIVING

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Summary of Qualifications

United States Air Force Veteran with twelve years experience in high-volume, fast-paced distribution environments in the United States and around the world. Knowledgeable in hazardous materials handling, materials stocking, inventory control, and record-keeping, both manual and computerized.

Personal assets include the ability to mentally process information quickly, strong troubleshooting skills, an exceptional memory for details, and a strong work ethic developed during Air Force service. Recognized by leaders for accuracy, efficiency and reliability.

Strengths and Expertise

- Microsoft Office Suite
- Customer Service
- Inventory Control
- International & Domestic Shipping
- Hazardous Material Handling & Shipping
- Extensive Manifest & Bill of Lading Experience
- Forklift Operation (4K -10 K)
- Data Entry
- Palletizing

Experience:

GE Aviation **2022-2022**

Deliver/Pickup freight and packages.

NDC Technologies **2018-2022**

Shipping/Receiving/Inventory Control

- Receive incoming freight
- Prepare and pack equipment and parts for shipping, domestically and internationally.
- Build crates and shipping containers.
- Palletize and shrink wrap freight.
- Complete the daily cycle count.
- Enter daily cycle count into Oracle.

Patrick Staffing//NDC Technologies **2017-2018**

Shipping/Receiving/Inventory Control

- Receive incoming freight.
- Prepare and pack equipment and parts for shipping, domestically and internationally.

- Build crates and shipping containers.
- Palletize and shrink wrap freight.
- Complete the daily cycle count.

All Star Technical Services- Wright Patterson AFB, OH

2006-2009

Shipping/Receiving/Woodworker:

- Responsible for preparing and shipping hazardous materials throughout the United States and internationally.
- Processed/packed approximately 25 hazardous material shipments per month. All shipments met or exceeded the Department of Transportation's policies and regulations.
- Build crates and shipping containers, package freight, resulting in zero loss and damage claims
- Perform visual and dimensional inspections of finished products and parts to ensure they meet specifications.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Prepare work orders, bills of lading, and shipping orders to route materials, received accolades for attention to detail and accuracy (100%)
- Operate forklift safely in a busy environment.
- Palletize and shrink wrap freight resulting in zero damages.
- Process shipments for domestic and/or international shipping including Customs clearance.
- Pick, pack and scan finished goods for sales order fulfillment and shipment.
- Load and unload products during shipping pickup and drop-off.
- Assist customers with all of their shipping needs.
- Held a secret clearance

Tecom- Wright Patterson AFB, OH

2003-2006

Shipping/Receiving Clerk:

- Responsible for processing all outgoing shipments (100% accuracy).
- Determine shipping methods, routes, or rates for materials to be shipped.
- Resolve customer complaints and answer customers' questions regarding policies and procedures.
- Process incoming/outgoing mail.
- Responsible for greeting persons entering the facility, determine nature and purpose of visit, and escorting them to specific destinations. Ensuring safety and security protocols were followed.

Trend Western Technical Services- Wright Patterson AFB, OH

1998-2003

Shipping/Receiving Clerk:

- Process Commercial Bills of Lading (CBL).
- Process air carrier's air way bill for hundreds of international shipments with 100% accuracy
- Prepare and process shipping documents necessary to ship hazardous material, ensuring compliance with EPA, OSHA, and FRA.
- Utilize, maintain, and update the government shipping program Cargo Movement Operations System (CMOS) Server, to ship freight and produce shipping labels.

- Answer incoming phone calls and direct them to the proper personnel.
- Provide customers with routing information and issuing shipping instructions to ensure deliveries arrive on time and to their correct location.
- Process shipments on FedEx, UOS, etc. websites.
- Maintain, Troubleshoot, and update 16+ PCs with shipping program updates.
- Review and maintain all shipping and office files.
- Received numerous awards for outstanding customer service, attendance and performance.

Training and Education:

Associates of Applied Science, Business Information Systems – Personal Computer Applications from Sinclair Community College

Internship with Huber Heights City Hall IT Department

Hazardous Material Packing Certification

Cargo Movement Operations System (CMOS)

Basic Leadership and Management Development Course

Air Force Fire Fighter Certification

Ground Radio Equipment Repairman Certificate

United States Air Force Basic Training

Forklift Certified

Awards and Accommodations:

Air Force Outstanding Unit Medal

Presidential Award

Joint Chiefs Award

Air Force Good Conduct Medal,

Air Force Achievement Medal

References Provided Upon Request