

Dwayne C. Williams

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OBJECTIVE:

Obtain a position with a progressive company utilizing my skillset which offers key participation, team-oriented tasks, immediate challenges and long-term career opportunities.

EXPERIENCE:

Shipping & Receiving Manager | Crum Manufacturing, Waterville, OH | 2001 - Present

Responsible for product quality control, as well as packing and loading shipments. Delivery of merchandise and performed customer service for local and outlying locations. Experience with selling commercial equipment on the internet. ISO Certified on fork lift, CPR certified. Member of quality assurance committee. Blueprint reading as well as micrometers and calipers. Streamlined inventory control system using Microsoft Excel. Ordering and accountability for a significant amount of inventory. Receive and document all product shipments, process purchase orders and maintain departmental records and invoices. Managing outbound shipments for UPS and Fed Ex.

Shipping/Receiving Assistant Manager | Swanson Commissary | 1999 - 2001

Processing UPS shipments, ordering large amounts of product for customers. Responsibilities included inventory, checking in and filling orders, as well as loading and unloading trucks. Delivering merchandise to Ohio, Michigan and Indiana territories.

United States Navy | Gunners Mate 2nd Class, USS Arkansas, CGN-41 | 1987-1991

Responsible for keeping and operating guns and small arms on board. Member of security force with 9 other personnel. Surface warfare qualified. Weapons training and security training. Good conduct and overseas medals.

SKILLS:

Inventory Management
Warehouse Operations
Logistics Management
Fork lift Operation
Blueprint Reading

Inventory Control
Distribution Center Operations
Shipping and Receiving
Warehouse Management System
Quality Control

EDUCATION:

- Heidelberg University, Tiffin, Ohio, Business Major, 2008 - 2009
- Putnam City North High School, Oklahoma City, Oklahoma, Class of 1987

REFERENCES:

References will be furnished upon request