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## **OBJECTIVE**

Seeking a Shipping & Receiving or Warehouse position.

## **EXPERIENCE**

### **Logistics/Warehouse Manager-Dispatch**

Corrigan Moving Systems, Grand Rapids, MI

01/2000 to 11/2012

- Prepare and manage departmental budgets.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Interview, select, and train warehouse and supervisory personnel.
- Plan, develop, or implement warehouse safety and security programs and activities.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, or purchasing.
- Review invoices, work orders, consumption reports, or demand forecasts to estimate peak delivery periods and to issue work assignments.
- Inspect physical conditions of warehouses, or equipment and order testing, maintenance, repairs, or replacements.
- Schedule or monitor air or surface pickup, delivery, or distribution of products or materials.

### **Loader**

North American Van Lines, Grand Rapids, MI

07/1999 to 12/1999

- Checked furniture against shipping manifest before loading onto trucks.
- Wrapped each piece with padding to ensure no damages occurred during transportation.
- By hand or using a two-wheel dolly loaded trucks for delivery to offices.
- Secured load to the inside of the truck with straps.

## **EDUCATION & TRAINING**

Diploma, Manistee High School, Manistee, MI

## **CERTIFICATES & LICENSES**

Certified Mover, Corrigan Moving, MI