

# Jaja Thompson

Covington, GA 30016

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Authorized to work in the US for any employer

## Work Experience

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### **Shipping and Receiving Clerk**

Byokane USA - Norcross, GA

April 2022 to Present

Under no supervision I process orders to shipped and received by referring to a spreadsheet to insure the case quantities and weight are correct, picking/packing/staging the orders, then go online to each respective trucking company to schedule pick up for each order. Also contacting trucking companies (including UPS/Fed Ex) for any billing discrepancies, and communicating with trucking companies for incoming and outgoing freight via email.

### **Shipping Team Lead**

Sidel - Norcross, GA

December 2020 to March 2022

Provide direction and support to the shift team. Monitor environment and address conditions which may have affected employee safety, and take corrective action.

Prepare documentation and provide performance feedback to introductory employees. Perform and/or assign personnel to perform audits and quality checks. Accurately receive/ship machine parts, logging them into the SAP system, staging inventory using a cherry picker/reach truck/sit down forklift and RF scanner, and performing a monthly audit/cycle count on all inventory

### **Material Handler/Forklift Operator**

McKesson Medical Supplies - Suwanee, GA

April 2020 to September 2020

Operating an order selector to pick medical supplies to be shipped to medical facilities as well as patients homes while observing all safety guidelines and procedures.

### **Shipping/Receiving Team Lead**

Rumsey Electric Company - Conshohocken, PA

March 2019 to April 2020

Prepare and document daily production reports. Utilize the company computer to log data, inventory, as well as inventory locations. Communicated with customers and transportation vendors when circumstances required. Prepared merchandise for shipping with necessary and correct documentation.

Picking/packing, loading and unloading inventory using carts, reach forklift, sit down forklift, and RF scanners. Also shipping smaller orders via FED Ex/UPS systems.

In a fast paced work environment I was able to maintain an above average quota while working twelve hour shifts five days per week

## **Order Selector/Forklift Operator**

CRP Industries - Cranbury, NJ

March 2017 to February 2019

Pick orders to be shipped via UPS using a cherry picker forklift

Prepare, label, verify and stage orders for delivery

Compare inventory to physical counts of stock to identify discrepancies and adjust errors

Maintain safe and clean work environment palletize and sort inventory

## **Port Logistics**

Port Logistics - Turret Truck Operator

February 2012 to January 2017

Operating the turret forklift to pick full pallets, then staging them in areas to be loaded onto trucks for delivery

Understanding and following all good manufacturing practices, standard operating, and safety procedures

## **Picker/Packer/Loader/Unloader**

Maco Tags and Labels - Hillside, NJ

March 2010 to February 2012

Picking inventory using sit down forklifts, pallet jacks and hand trucks

Shipping orders via UPS and Fed Ex systems

## Education

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### **High school diploma**

East Orange High School - East Orange, NJ

September 1990 to June 1994

## Skills

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- Forklift
- Materials Handling
- Order Picker
- Order Picking
- RF Scanner
- Reach Truck
- Warehouse Experience
- Shipping & Receiving
- Cherry picker
- Microsoft Word
- Logistics
- Freight Experience
- Warehouse Management

- Packaging

## Certifications and Licenses

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### **Forklift Certified**

December 2020 to December 2021

Certification is available by request