

James Walton

Shipping Manager - Fuse Creates

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To work for a company where I can grow and learn new skills to benefit the company and myself.

Authorized to work in the US for any employer

Work Experience

Shipping Manager

Fuse Creates - Denver, CO

September 2007 to December 2016

Using software to track, check, prioritize and route orders

Managing all important documents such as advanced shipping notice, pick slip, bills of lading etc.

Directing the flow of packages from preparation to shipment

Resolve issues regarding shipped orders

Report to management on activities and issues

Supervise and lead driver on his schedule for the day

Driver

Responsible for daily pickups and deliveries from vendors and customers

Responsible for driving and maintaining a 24 ft class B box truck

Responsible for daily truck maintenance logs.

Daily use of pallet jack and its maintenance

Responsible for the monthly inventory control

Responsible for preparing skids for delivery

Daily use of Raymond Stand-Up forklift.

Receiving clerk

Croc's Inc - Niwot, CO

June 2006 to September 2007

responsible for the delivery of documents and packages

Load and Receive tractor trailer shipments

Daily delivery of packages and documents to Niwot Croc's employees

Coordinate with different departments for various custom shipments

Sort and prepare returns for shipment to Longmont

Responsible for stocking the paper supplies in all Niwot Buildings

Familiar with all aspects of the Croc's warehouse/shipping

Multi-Carrier trained in freight shipments

2nd Shift Co-Lead for Shipping department

Was responsible for 10 people and their duties of packing, picking, and shipping

Was responsible myself for daily shipping numbers

Ran end of day Fed-Ex Reports

Material Handler

Century Plastics - Longmont, CO

November 2005 to June 2006

Was responsible for the material levels machines had at all times

Packaging of the product for shipment

Determining the kind of tools and equipment needed to do a job.

Repairing machines or systems using the needed tools

Inventory control and customer service

Safeway.com - Las Vegas, NV

November 2003 to October 2005

Las Vegas, NV

Was responsible for a daily route that included lifting up to 75 lbs

Inventory control and customer service on a daily basis.

Controlling operations of equipment and systems

Communicating effectively with others in writing as indicated by the needs of the customer

Managing one's own time and the time of others

Trained other drivers on company policy and operations

Maintenance Technician

Walters Golf Inc - Las Vegas, NV

October 1999 to November 2003

Was responsible for all activities related to the repair and upkeep of a renowned golf course.

Performed routine maintenance and decided when and what kind of maintenance was needed

Managing one's own time and the time of others

Daily tasks for 4 separate properties

Education

High school or equivalent

American Institute of Technology - Las Vegas, NV

February 2004

Skills

- Microsoft Office (10+ years)

- Fed Ex (5 years)
- Box Truck
- Driving
- Delivery Driver Experience
- Time management
- Data entry
- Warehouse experience
- Shipping & receiving

Certifications and Licenses

Triples, doubles, tankers

Assessments

Warehouse Associate — Highly Proficient

February 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Warehouse Shift Leader — Proficient

February 2020

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Work Style: Reliability — Highly Proficient

March 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.