

Jim Grady

Shipping Specialist

Boulder, CO 80301

jimgrady3544@gmail.com

856 800 1327

- Over 10 years warehouse experience with expertise in logistics, shipping, receiving and inventory.
- Knowledge of WorldShip, Quickbooks, Microsoft Suite, JDE, ERP/MRP, SAP, and IncoTerms.
- Highly motivated and performance-driven professional with exceptional communication and organization skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Shipping Clerk/Customer Service

The Mail Station/Collectons - Boulder, CO

August 2018 to November 2020

- Packed and shipped 200+ packages, small and large, each day
- Provided customer service to in-store customers
- Managed and maintained mailbox rentals for customers
- Ordered USPS supplies and maintained supplies inventory
- Sold stamps, boxes, tape, and other shipping supplies

Shipping Specialist

Functional Remedies - Louisville, CO

March 2018 to May 2018

Picked, packed, and shipped fragile CBD-infused products

Fulfillment Specialist

GE Healthcare - Lafayette, CO

May 2017 to August 2017

Printed, picked, pulled, passed, and packed domestic and international orders

- Scanned, invoiced, and shipped domestic orders
- Communicated stock levels via email with management and other shipping staff
- Unloaded trucks upon arrival

Shipping Specialist

Trelleborg - Louisville, CO

January 2017 to April 2017

Shipped domestic and international packages utilizing JDE and Bowes

- Filed ITNs via ACE, created invoices, and generated customs labels for international shipments
- Ordered shipping supplies
- Scheduled and completed freight and consolidated small package pickups

Inventory Specialist

Medtronic - Louisville, CO

April 2016 to December 2016

Pulled surgeon kits

- Stocked finished goods
- Transferred finished goods and other items in SAP
- Utilized SAP on a daily basis to transfer and investigate

Inventory Specialist

Zayo Group - Aurora, CO

April 2015 to July 2015

Scanned and processed telecommunications parts.

- Performed and maintained inventory on parts.
- Organized and prepared pallets for shipment.
- Loaded and unloaded incoming and outgoing freight trailers.

Logistics Specialist

Vexcel Imaging - Boulder, CO

February 2014 to August 2014

Prepared domestic and international shipping documents (Pro Forma/IncoTerms for international).

- Organized transport of freight and communicated with shipping agents. (FedEx/FedEx Freight)
- Informed recipient of shipping of product and provided tracking information.
- Managed inventory and synced with integration team.
- Tracked items and documented issues in Navision. (ERP program)

Warehouse Manager

Two Moms - Lafayette, CO

February 2012 to December 2013

Managed warehouse for raw/organic/gluten-free foods company.

- Shipped domestic and international via LTLs for distributor orders. (TJX, UNFI, Nature's Best, Dove)
- Received raw/packing materials with food and safety compliance methods.
- Completed pulls based on production batch records, with corresponding lots.
- Maintained daily and monthly inventory for finished goods/raw materials/samples.

Shipping/Receiving/Inventory Warehouseman

Fresca Foods - Louisville, CO

July 2010 to December 2011

Shipped and received finished goods freight on FTL/LTL trailers/trucks (domestic and international).

- Maintained raw materials, packing materials, and finished goods inventory.
- Pulled internal orders and orders to-be-shipped using scanner gun.
- Processed returned orders, using unique re-stock methods.

Supervisor

United Parcel Service - Boulder, CO

May 2006 to June 2010

Managed a large staff in outbound unloading, loading and sorting of packages.

- Responsible for on-time departure of both international and domestic shipments.

- In-charge of statistical analysis, maintenance of data integrity, and proper quantitative input of shipping data.

- Oversaw damaged package handling procedures, emergency evacuations and hazardous spills

- Served as outbound hazmat auditor, following IATA, DOT, and dangerous goods regulations

- Managed and trained outbound international auditors on customs docs, regulations, and policies including SEDs (EEI), HTCs, ITAR, AES, and ITN.

Louisville, CO

609.254.6314

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United Parcel Service, Boulder, CO May '06-Jun '10

Supervisor

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Education

Bachelor of Arts in English

Saint Joseph's University - Philadelphia, PA

May 2005

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Saint Joseph's University - Philadelphia, PA

May 2005

Skills

- Shipping Receiving

- Shipping

- Warehouse Associate

- UPS

- Forklift

- ERP Systems

- Microsoft Dynamics Navision

- Procurement

- JD Edwards

- MRP

- SAP

- Supply Chain

- Statistical Analysis
- Manufacturing
- Word processing
- Computer literacy
- Shipping & receiving
- Supervising experience
- SAP ERP
- Pivot tables
- EDI
- Order management system
- Team Management
- Heavy lifting
- Oracle

Languages

- Spanish - Intermediate

Certifications and Licenses

Forklift Certification

Forklift Certification

Assessments

Numerical reasoning skills — Expert

November 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs

Full results: [Expert](#)

Logic & critical thinking — Expert

August 2018

Measures a candidate's ability to use logical approaches when solving problems.

Full results: [Expert](#)

Sales skills — Expert

May 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Expert](#)

Attention to detail — Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

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