

Josh Racine

Claverack, NY 12513

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Professional Summary

High school graduate with 20 years experience in inventory control. Skillful in reviewing inventory for accuracy, with a strong attention for details. Experienced shipper/receiver with knowledge of several different shipping providers - UPS, DHL and FedEx. Accustomed to working with large haulers and their drivers. Skilled computer user acquainted with many different job-specific programs as well as basic computer functions. Accustomed to busy environments where accuracy and time-management skills are essential. Able to maintain a professional and friendly attitude with customers and staff at all levels.

- Shipping/Receiving , Inventory Control & Purchasing
- Computer savvy • Oral and written communication skills
- Keen eye for details
- Organizational and planning skills

Authorized to work in the US for any employer

Work Experience

Warehouse Clerk

CRAFTECH INDUSTRIES-Hudson, NY

June 2010 to February 2025

- Fulfill Customer Orders by pulling packing slip, pulling and packing order
- Order parts from factory (via work order) required to complete customer orders if needed
- Contact sale department if there are any issues with customers orders
- Confirm incoming shipments have correct product(s), amounts, lot numbers and certificates.
- Enter incoming products into company database and distribute to appropriate location(s)/person(s)
- Deliver completed parts from factory to warehouse to be counted and entered into ERP system for customer orders and stock
- Load and unloading trucks using forklift and/or pallet jack
- Shipping orders via. UPS, DHL, FedEx & LTL (domestic and international)
- Keep detailed records of all shipments via Excel spreadsheet
- Inventory (cycle counts, relocating stock, assigning new locations)
- Make inventory adjustments as necessary
- Maintaining shipping supplies, ordering using purchase requests.
- Qc'ing orders before shipping out (using calipers, checking parts, labeling and paperwork).
- Training new associates

Inventory Control Assistant

HANNAFORD DISTRIBUTION-Town of Schodack, NY

January 2006 to June 2010

- Office functions
- Assign doors to incoming delivery trucks for unloading

- Manage transfers of products to other distribution centers
- Contact buyers to discuss extra product and overages
- Create and process Inventory Returns for product going out of code
- Quality Control: checking code dates on products
- Audit counts of products inbound/outbound
- Perform checks to confirm products are in correct locations (cycle counts in various departments)
- Compare incoming and outgoing deliveries to Purchase Orders to ensure accuracy to buyer

Inventory Control / Repair-Repack

UNITED STATIONERS-Coxsackie, NY

January 1999 to December 2005

- Repair/salvage damaged products
- Audit inventory
- Restock products
- Pull customer orders from inventory and deliver to receiving for shipping

Education

Taconic Hills High School - Claverack, NY

1991

Skills

- Skills Summary
- Shipping/Receiving
- Inventory Control
- Computer savvy
- Oral and written communication skills
- Keen eye for details
- Organizational and planning skills
- Shipping & receiving
- Warehouse experience
- Forklift
- Basic math
- English

Certifications and Licenses

Driver's License