

# Marianne Cawley

## **Warehouse Specialist**

Lower Burrell, PA 15068

[mcawley08@yahoo.com](mailto:mcawley08@yahoo.com)

(724) 882-2035

Extremely motivated individual with 7+ years in shipping/receiving/production. Proficient in several related tasks; handling merchandise and supplies in a timely and organized manner. Common duties are making shipment and receiving arrangements, filling in shipment forms, checking merchandise for damage, issuing invoices, labeling packages, and taking any necessary corrective measures. Organizational skills, multitasking, time management and attention to details  
Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Specialist**

ABB Inc - Oakmont, PA

April 2013 to December 2018

- Divided cargo received by account Number and intended location
- Redirected shipments en route in response to customer requests
- Coded freight invoices
- Assembled various kits
- Created and updated purchase acquisitions
- Handled all receipts - both direct and indirect
- Handled all outbound shipments - both domestic and international
- Cleaned and maintained the warehouse in compliance with OSHA safety standards.
- Created commercial invoices
- Performed transaction activity in ERP system to prepare all necessary shipping documentation as well as reviewed daily backlog report and assembled parts based on ERP generated shipping picklist
- Processed project returns and returned materials to stock
- Managed and ordered all shipping supplies
- Verified accuracy of materials, including visual inspection for quality, while documenting any material non-conformance and reported any discrepancies to purchasing

Receiving / Production, 03/2012 to 04/2013

GE - Blawnox, PA

- Copied, logged and scanned supporting documentation
- Divided cargo received by account Number and intended location
- Picked up incoming stock and delivered materials to designated locations
- Maintained parts inventory
- Verified data integrity and accuracy
- Issued parts to assigned production orders
- Assembled various kits as well as assembled products according to standardized procedure
- Enforced the on-time shipment of products to create exceptional customer service

### **Shipping And Receiving Clerk**

Waters - Blawnox, PA

April 2011 to March 2012

- Unloaded cargo from truck with pallet jacks
- Received, stored and shipped goods and materials
- Pulled, packed, and inventoried all items needed for shipment
- Utilized the UPS, FedEx, and DHL websites when needed
- Staged materials for projects
- Assembled various kits
- Tagged all inbound merchandise with receiving date
- Picked up incoming stock and delivered materials to designated locations
- Maintained accurate stock records and schedules

## Skills

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SAP, PURCHASING, FULFILLMENT, FORK LIFT, PALLET JACK

## Certifications/Licenses

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**Fork lift certified**

**Certified pallet jack operator**

## Additional Information

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### Skills

- Excellent time management
  - Fork lift certified
  - Proficient in SAP, Outlook, Excel
  - Warehouse and fulfillment
  - OSHA requirements knowledge
  - Certified pallet jack operator
  - Detail Oriented
  - Physically fit and agile
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- Fast learner
  - Warehouse and manufacturing operations
  - Purchasing
  - Quality assurance and control
  - Assembly and production
  - Safety and compliance
  - Loading and unloading