

Matthew Baszis

Experienced Shipping & Receiving

Boulder, CO 80301

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Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Clerk

BHD Test and Measurement - Broomfield, CO

April 2021 to Present

Warehouse Associate

Preferred Packaging Products, Inc. - Longmont, CO

October 2019 to September 2020

Shipping & Receiving, forklift operation

Shipping Clerk

Catholic Supply St. Louis - St. Louis, MO

June 2018 to January 2019

I was responsible for packaging and shipping all internet orders.

Forklift Operator/ Shipping & Receiving Clerk

Ariel Premium Supply - St. Louis, MO

June 2011 to January 2018

Responsibilities

I operate a forklift while loading/unloading containers. I am also responsible for rotating stock and keeping inventory organized.

I also work in the shipping department using UPS Worldship and FedEx Manager. Other responsibilities include coordinating freight pickups, writing up bill of lading, as well as receiving packages and containers.

Accomplishments

In my six years with this employer, I have received three promotions, and I am currently in charge of all warehouse and shipping/receiving operations in a second warehouse the company opened.

Skills Used

Extensive experience with sit-down forklift

Some experience with stand-up forklift

Experience with electric and manual pallet jacks

Extensive experience using UPS Worldship and FedEx Manager

Basic computer skills

Multi-tasking

Teamwork
Leadership

Education

Technical Trade in Welding

Vaterott College - St. Louis, MO
2008 to 2009

High school diploma

Hazelwood East - St. Louis, MO
1998 to 2002

Skills

- Shipping Receiving
- Warehouse Associate
- Forklift
- UPS
- Shipping