

Paul Winchester

Hillsboro, Oregon

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PROFILE

Dependable, diligent worker in a professional environment. Individual contributor as well as team collaborator to ensure expectations of department are met. Experience in warehouse, shipping/receiving, data entry, customer service, and manufacturing. Proficient with daily inventory cycle counts and inventory control.

EXPERIENCE

Self Employed February 2020-Current

Hillsboro, OR

Benefitmall September 2019-February 2020

Phoenix, AZ

Distribution Specialist

Shipped out orders using UPS, Fedex, DHL, USPS for domestic payroll and new hire documents. Performed inventory cycle counts every Friday and placed orders online for office supplies.

Benchmark Electronics January 2019-September 2019

Phoenix, AZ

Assistant Warehouse Manager

Implemented policies and procedures for Shipping, Receiving, Warehouse, and Inventory. Created Flow charts in Excel for Company Use. Organized warehouse to ensure inventory accuracy and performed weekly cycle counts. Received packages into our inventory system LN and delivered non inventory items to consignee. Identified problems and recommended solutions. Supervised the warehouse in absence of the Manager.

Microchip Technology November 2016-July 2018

Tempe, AZ

Shipping & Receiving Inventory Clerk

Shipping Orders via Fedex, UPS, DHL, International and Domestic. Receiving packages and confirming packing lists match up with product. Assisting finished goods and stores. Running end of day reports and filing paperwork in proper methods. Data entry in SAP

Intel April 2016-November 2016

Chandler, AZ

Warehouse & Inventory Clerk

Picking orders and ensuring inventory levels are always efficient in SAP. Running parts from the warehouse to the clean room. Using proper wipe down methods and wearing bunny suit for the fab. Hazmat Certified, Forklift Certified. Contract job.

Honeywell/Kuene & Nagel December 2012- April 2016

Tempe, Arizona

Shipping & Receiving / Inventory Specialist

In charge of maintaining accurate inventory both on hand, and in SAP. Process received packages, sort and proper distribution throughout the various departments within the company. US and International shipping (Fed Ex, UPS, USPS) and part labeling. Hazmat Certified, Forklift Certified. Contract job.

EDUCATION

Higley High School - Graduated in May 2011 with Diploma Achieved.

SKILLS

Shipping, Receiving, Warehouse, Inventory Control, Data Entry, Microsoft, Customer Service