
David Person

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OBJECTIVE

A Traffic manager position arranging the transportation and receiving of customers & vendors products. Delivered safely and well protected at a cost efficiency rate that meet on time schedule.

SUMMARY OF QUALIFICATIONS

A very motivated and flexible worker with over 20 years in freight forwarding experience.
Computers skills and physical abilities aids in the preparation in shipping and receiving freight.
personal attributes are being respectful, honest and trustworthy with cultural awareness and sensitivity.

WORK EXPERIENCE

Shipping & Receiving Manager (11/1991 - 8/2012)

Process Gear Co., SCHILLER PARK, IL

My job duties as a computer operator were entering shipping & receiving data using Plexus entry system.

Deliver & pickup locally and scheduling .nationally to customer and vendor by faxing & e-mailing online.

Prepare and expedite shipments.

Determine labeling requirements, prepare and affix.labels on packed cartons in an accurate manner,including any special labels that are customer required.

Prepare all shipping documents in a timely and accurate manner.

Compare identifying information on counts and measure items of outgoing shipments to verify against invoices, orders, or other records.

Maintain inventory of shipping materials and supplies.

Confer with managers inside and outside the distribution center to ensure coordination of other functions such as production, inventory management and quality assurance.

Ability to perform all computer functions as they pertain to this job.

Truck Loader & Sorter (3/1998 - 9/2003)

UPS, Addison, IL

My Duties as a Truck Loader were to scan every packages with a bar code reader and securely build a wall from the floor to the ceiling and maintain the stability and structure from walls collapsing.

As a Sorter, the duties were to sent every packages identifying by zip codes to the correct covey belt to be loaded in the proper truck.

EDUCATION

3 1/2 year college

Chicago State University

Chicago, IL

ADDITIONAL QUALIFICATIONS

Skilled at forklift operator.

REFERENCES

Cathy Lancaster
Human Resource
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