

Randall Shaffer

Professional package expeditor seeks a career opportunity where my organizational, clerical and communication skills will be applied to successfully achieve the goals of the organization.

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RECENT EXPERIENCE

BackCountry Access, Boulder, CO

07/2010 - 11/2019

Shipping and Receiving Supervisor/ Delivery Driver/ Warehouse Coordinator/ Production Technician.

- *Securely load, correctly address, ship and track pallets using freight carrier's software.
- *Accurately receive, log and deliver mail, parcels and pallets to inhouse recipients.
- *Safely store and rotate product for ease of accessibility and shelf life requirements.
- *Perform errands and deliveries in a safe, timely fashion using company vehicles.
- *Process, assemble and test electronic devices following strict MP procedures.

2D Electronics, Boulder, CO

09/2009-04/2010

Shipping Manager

- *Oversee all aspects of outbound and inbound traffic in a busy, warehouse environment.
- *Provide exceptional customer service using professional and friendly strategies while adhering to product warranty guidelines.

Electronics Line, USA, Boulder, CO

03/2003-04/2008

Return Merchandise Authorization Supervisor.

- *Present professional and timely customer service to develop strong and profitable relationships with a large and diverse customer and vendor base.

EDUCATION

New England College, Henniker, NH. B.A., 1986

SKILLS and ABILITIES

- *Safe driving: Over 30 years accident free. No traffic violations in 20 years.
- *Effective communication, customer service and relationship building skills.
- *Good math and analytical skills to ensure practical and clerical accuracy.
- *Paper and digital map reading skills with ability to plan effective delivery routes.
- *Physically fit with an eagerness to maintain a positive mental attitude.
- *Able to work independently or as a team player.
- *Certification for electric forklift operation and maintenance.
- *Type 30 words per minute.
- *Multi-tasking.

