

# Shaun Bossert

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## Work Experience

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### **Pit Operator 2**

GXO Logistics-Belvidere, NJ

December 2006 to Present

- Operated forklift to safely and efficiently move materials, products, and equipment
- Loaded and unloaded trucks, ensuring proper placement of items to prevent damage
- Maintained accurate inventory records by properly documenting incoming and outgoing shipments
- Collaborated with warehouse team to organize storage areas for optimal efficiency
- Adhered to all safety protocols and procedures while operating the forklift
- Assisted in the training of new forklift operators on safe operation techniques
- Utilized handheld scanners or computer systems to track inventory movement within the warehouse
- Worked closely with supervisors to prioritize tasks based on production needs
- Efficiently stacked pallets or containers in a neat and organized manner to maximize space utilization
- Ensured that all materials were handled carefully to minimize product loss or damage during transportation
- Communicated effectively with team members regarding any issues or concerns related to material handling operations
- Collaborated with shipping department personnel to ensure timely loading/unloading of goods onto/from trucks or containers
- Followed established quality control processes when handling fragile or sensitive items during transportation/loading/unloading process
- Maintained a clean work area by sweeping floors, removing debris, and organizing supplies as needed
- Participated in regular safety meetings/training sessions to stay updated on best practices
- Assisted in other warehouse duties as assigned such as picking orders, packing boxes, etc
- Safely operated forklift in narrow aisles while maintaining awareness of surroundings at all times
- Collaborated with logistics team members to optimize workflow throughout the warehouse facility
- Contributed to a XX% increase in overall warehouse productivity through efficient material movement
- Ensured compliance with all regulatory requirements related to forklift operation and maintenance
- Demonstrated excellent spatial awareness skills when maneuvering large loads within tight spaces
- Maintained accurate documentation of daily activities, including completed tasks and any issues encountered
- Served as a reliable resource for other team members regarding proper forklift operation techniques
- Efficiently loaded trucks according to shipment schedules, ensuring on-time delivery of goods to customers
- Closely inspected incoming shipments to verify accuracy and quality before storing them in designated areas
- Collaborated with receiving department personnel to ensure smooth transfer of materials from trucks/containers onto storage racks/shelves
- Prioritized safety at all times, adhering strictly to OSHA guidelines while operating the forklift
- Maintained regular communication with supervisors regarding any equipment malfunctions or maintenance needs

- Achieved XX% improvement in order fulfillment accuracy through careful verification processes during picking/loading operations

## Education

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### **High school diploma**

Bangor High School-Bangor, PA

September 1992 to June 1996

## Skills

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- Email correspondence
- Mechanical knowledge
- English
- Customer inquiry handling
- Cargo inspection
- Staff training
- Communication skills
- Customer communication
- Pallet jack
- Client communication
- Math
- Warehouse management system
- Time management
- Inventory data entry
- Hand tools
- Attention to detail
- Heavy lifting
- Forklift
- Basic math
- RF Unit Systems

## Certifications and Licenses

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### **Driver's License**