

# William Paxton

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(720) 966-3668

## Professional Summary

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Dynamic shipping professional with 9+ years of logistics and warehouse experience. Proven expertise in shipping, receiving, inventory audits, and ERP systems. Skilled in forklift operation, order fulfillment, and maintaining safety and quality standards in high-volume environments. Demonstrated ability to manage material flows and coordinate between teams to ensure efficient, timely delivery and accurate stocking.

## Work Experience

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### Shipping clerk

Burris optics-Greeley, CO

April 2016 to September 2025

- Picked, verified, packed, and labeled outgoing orders to ensure timely and accurate customer delivery.
- Received, inspected, and stocked incoming inventory; verified shipments against purchase orders and documented discrepancies.
- Coordinated movement of materials and finished goods between departments and assembly areas.
- Managed relationships and scheduled pickups with freight carriers including UPS, FedEx, USPS, and DHL.
- Maintained accurate shipping documentation and processed required paperwork for domestic and international shipments.
- Conducted regular inventory counts, audits, and reconciliations to maintain inventory integrity and resolve discrepancies.
- Operated forklifts, pallet jacks, and hand trucks to load, unload, and move materials safely within the warehouse.
- Organized storage areas, maintained clean workspace, and ensured compliance with safety procedures.
- Collaborated with sales and production teams to meet order fulfillment and production schedules.
- Enhanced customer satisfaction by resolving shipment issues promptly and professionally.

## Education

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### GED

Arvada High School

September 2007 to September 2007

### Upper secondary education

## Skills

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Shipping and receiving inventory management   Inventory control   Order fulfillment  
Warehouse management system   ERP systems   Forklift operation   Material handling

Picking and packing Inventory audits Freight coordination Logistics Attention to detail Problem-solving Basic math Safety compliance

## Languages

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- English

## Certifications and Licenses

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**Driver's License**

**Forklift Certification**

**Pallet Jack Certification**