

**Roy Gwynn**

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**Highlights of Qualifications:**

- ❖ Excellent problem solving skills
- ❖ Great sense of humor
- ❖ Superb people skills
- ❖ Familiar with forklift operations

**Employment History:**

**Midwest Staffing St. Paul, MN** November 2005 to July 2013  
Shipping And Receiving Clerk

- ❖ Studied shipping notices, bills of lading, invoices, orders and other records to determine shipping priorities, work assignments and shipping methods required to meet shipping and receiving schedules.
- ❖ Applied knowledge of shipping procedures, routes and rates.
- ❖ Oversaw incoming and outgoing shipping activities to ensure accuracy, completeness and condition of shipments.
- ❖ Determined space requirements and position of shipments in boxcars and trucks.

**Culligan Water Solutions Eagan, MN** October 2004 to October 2005  
Shipping and Receiving Clerk

- ❖ Determined routing and legal load limits of trucks, according to established schedules and weight limits of states.
- ❖ Inspected loading operations to ensure compliance with shipping specifications and sealed loaded boxcars and truck doors.
- ❖ Inspected material handling equipment for defects, notified maintenance personnel and contacted outside service facility for repair.

**Masterson Personal St. Paul, MN** February 2003 to August 2004  
Warehouse Worker

- ❖ Resolved complaints in a team setting
- ❖ Posted weight and shipping charges
- ❖ Experienced palletizing merchandise and operated a scanning gun
- ❖ Skilled in inventory and shrink wrap procedures

**Education:**

Culinary Arts Degree Currently Enrolled  
**Minneapolis Technical College, Minneapolis, MN**

High School Diploma  
**White Haven High School, Memphis, TN**