

Samuel C. Collier
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Over twenty years of experience in warehousing, inventory control, shipping and receiving in various capacities including the manufacture, storage and distribution of computer systems, warehousing and production of Copper and Fiber Optic Cable and Home Entertainment/Cable. Certified Microsoft Windows and Microsoft Excel.

May 2016- Present
Nexgen Pharma, Colorado Springs, CO

August 2012- April 2016
Seaman Paper, Orange MA

Warehouse Associate

Picked orders that consist of lightweight papers and decorative packaging. Labeled items and verified product quantity. Assisted with general warehouse operations and maintenance as well as perform other warehouse duties and tasks to include shipping and receiving product weighing 50 to 70 pounds.

April 2009-August 2012
Charter Communications, Worcester MA

Warehouse Technician

Maintained secure inventory storage, and control of materials in/out of the warehouse. Performed duties associated with storage, shipping, and receiving of equipment and supplies as well as physical counts of the assets to verify integrity. Provided assistance in the administration and purchasing of assets. Processed inbound receipts. Picked, staged and prepared inventory for shipment using UPS and FedEx shipping software. Performed cycle counts ensuring perpetual records were updated and documentation made available for audit purposes. Assisted with processes related to work flow, safety, and quality assurance.

August 1989 -January 2009
NEC Technologies Inc., Northborough, MA

Order Picker/Shipper

Performed all duties needed to ensure proper shipping of personal computers. Operated crown turret truck, forklift, pallet jack and other material handling equipment as required for picking orders. Verified quality of components and counted and located stock within warehouse. Filled customer orders by locating stock and assisting in the preparation of packing slips and other

documentation.

Knowledge of UPS and FedEx shipping and tracking software.

Education: Graduate, Ayer Junior/Senior High School, Ayer, MA

Certifications: Microsoft Windows, Excel, Mount Wachusett Community College
Gardner, MA

References on request