Resume of Shantal Matthews

Skills:
Picking, packing, lifting, fast learner, team player, cleaning, measuring, communication, read & write, fast worker, promptness a must, team leader, hazardous material awareness, general safety awareness, some sit-down forklift exp. (no cert), computer literate, typing, general office, customer service, multiscreen operations.

Work Experience:
Transtar Industries, Inc. Denver, CO March 2017 to Present
Warehouse Associate

- Shipping/Receiving
- Separate, label and verify the count of incoming freight deliveries.
- Locate and pull stock for outgoing deliveries.
- Package finished product for shipping (shrink wrapping, boxing, and labeling).
- Use the computer system to locate products and stock incoming deliveries.
- Clean and maintain work area.
- Turn off and lock out equipment when not in use.
- Some overtime work may be scheduled and required.
- Other duties as assigned by supervisor.

ProLogistix/Factory Motor Parts Aurora, CO May 2014 to July 2016
Warehouse Associate/Asst. Lead

- Shipping & Receiving
- Accurately pull customer orders.
- Participate in inventory cycle counts.
- Stock shelves as inventory arrives.
- Maintain warehouse organization.
- Professional communication with customers.
- Ability to write customer returns accurately.
- Must be able to handle hazardous materials.
- Completing Bill of Landing forms.

Spherion/Randstad Staffing Denver, CO June 2006 to November 2011
Production Line

- Prepared, assembly line, production line, material handling, cleaning, customer service, multi-screen handling, answering phones.

Education:
Grand Mesa High School Collbran, CO Jan/2003 to Jan/2004
GED