

Stephen Mosley

Warehouse Supervisor/Alternate Facility Coordinator

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WORK EXPERIENCE

Warehouse Supervisor/Alternate Facility Coordinator

Agility Logistics - East Boston, MA - 2015-02 - 2017-09

Responsibilities included:

- Directly supervised dock workers
- Point person for TSA inspections and inquiries of manifests and screening procedures
- Oversight of the CCSF day to day operations
- Maintained up to date manifests for screened freight
- Responsible for maintenance of IONSCAN 500DT and ensuring proper working condition
- Screened and performed physical inspection of freight
- Weighed, measured and labeled freight
- Loaded and unloaded trucks and ocean containers

Screening Supervisor/Alternate Facility Coordinator

Crystal Motors Express - Lynnfield, MA - 2011-03 - 2015-02

Responsibilities included:

- Oversight of the CCSF day to day operations
- Maintained up to date manifests for screened freight
- Ensured that screening equipment was in proper working condition
- Screened and performed physical inspection of freight
- Weighed, measured and labeled freight
- Loaded and unloaded trucks and trailers
- Worked directly with customers to ensure accuracy and delivery of shipments
- Point person for TSA inspections and inquiries of manifests and screening procedures

Warehouse Clerk/Forklift Operator

Lightning Express - East Boston, MA - 2005-08 - 2010-01

Responsibilities included:

- Day to day operations of materials management
- Heavy lifting (manually loading/unloading materials)
- Operating forklifts/pallet jacks
- Verification/receipt of inbound freight
- Process and expedite outbound freight
- Load and unload trucks and trailers
- Physical inspection of all freight
- Resolution of inventory discrepancies
- Oversight of Champion Expo Advanced Receiving Account (trade shows)
- Use of handheld scanner for inventory of trade show merchandise
- Maintain orderly, safe and clean warehouse

Dock Supervisor/Forklift Operator

Seko Worldwide - Chelsea, MA - 1993 - 2005-08

Responsibilities included:

- Supervision/management of dock employees
- Operation of forklift (w/slip sheet attachment)/pallet jacks/ industrial floor scrubber
- Inventory product as needed
- Label, sort and strap product
- Process and expedite outbound freight
- Verification/receipt of inbound freight
- Load and unload trucks/trailers
- Heavy lifting (manually loading/unloading materials)
- Physical inspection of all freight
- Maintain orderly and clean warehouse

Mover/Inventory Associate

Fisher Moving and Storage - South Boston, MA - 1988 - 1994

Responsibilities included:

- performing inventory of customers belongings
- packing, moving, loading and unloading furniture/belongings

EDUCATION

East Boston High School - East Boston, MA
1988

SKILLS

Forklift, pallet jack., Time management

ADDITIONAL INFORMATION

SKILLS

- IONSCAN 500DT Smiths Detection
- Maintain safety in operation of forklift and pallet jack.
- Time management skills.
- Self motivator requiring very little supervision in a high stress environment.
- Able to multitask.
- Able to delegate effectively.