

# Steven McKenzie

Rumford, RI 02916

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+1 401 219 8163

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Shipping and Receiving**

Truex-Pawtucket, RI

March 2020 to Present

Responsible for the day to day tasks for shipping. Print daily reports, put orders together for that day. Call trucks in, load and unload trucks. Take care of scrap material. Get paperwork ready and bol's. Keep area neat and organized. Use Ups daily. Ship confirm orders at end of shift.

### **Shipping and Receiving Clerk**

Metalor Technologies USA-Attleboro, MA

June 2019 to March 2020

Work as a shipping and receiving clerk. Help with the day to day shipping schedule. Work with fed ex software. Help keep area neat and organized.

### **Shipping Supervisor/Purchasing Manager**

Sun Microstamping-Clearwater, FL

February 2013 to January 2019

Was shipping supervisor for 4 years before being promoted to purchasing manager. Was in charge of 4 other employees. Helped load and unload trucks. Took care of paper work and BOL's. Called trucks in for daily pickups. Helped with inventory and kept area neat and organized.

When promoted to purchasing manager ordered material for the whole company and worked with suppliers on cost reductions and pricing.

### **Shipping Clerk**

Truex-Pawtucket, RI

January 2006 to December 2012

Worked as shipping assistant. Packed parts and kept shelves neat and organized. Helped load and unload trucks. Helped with paper work. Worked with Ups and Fedex. Covered shipping while supervisor was out. Have forklift experience.

## Education

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### **Bachelor's in Business Marketing**

University of Phoenix - Tampa, FL

June 2006 to June 2008

## Skills

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- Logistics
- Purchasing
- Shipping
- Forklift
- Shipping Receiving
- Order Puller
- Loading
- Warehouse Associate
- Picker Packer
- Unloading
- Forklift Driver
- Load & Unload
- Freight Experience
- Order Picker
- Materials Handling
- Manufacturing
- Supervising experience
- Load & unload
- Forklift
- Manufacturing
- Leadership
- Freight
- Purchasing
- Pricing
- Shipping & receiving
- Communication skills
- ERP systems
- Dispatching
- Customer service
- Customer service

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**