

Timothy Mallette

Chicago, IL 60615

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Professional Summary

Experienced warehouse professional seeking Warehouse Clerk role with 17 years in logistics and inventory management. Proven expertise in shipping, receiving, and utilizing ERP systems to ensure operational efficiency and inventory accuracy. Strong background in maintaining safe work environments and training staff, with proficiency in forklift operation and SAP Warehouse Management.

Willing to relocate: Anywhere

Work Experience

Warehouse Shipping Lead

Windy Hill Food Group-Chicago, IL

December 2023 to November 2024

- Assisted in warehouse operations, including shipping, receiving, restock, and transfers, ensuring compliance with company and regulatory requirements.
- Utilized ERP system to enhance product movement and storage efficiency, maintaining high levels of accuracy in inventory integrity.
- Investigated discrepancies in daily shipping and receiving, communicated with shippers to resolve issues, and reported defective materials to supervisors.
- Promoted a safe work environment by ensuring adherence to safety rules and regulations and provided backup support to the shipping and receiving department.

Dock Worker/Forklift Operator

Central Transport-Chicago Ridge, IL

May 2022 to December 2023

- Prepared and completed delivery or pickup orders by efficiently loading, packing, wrapping, labeling, and shipping.
- Received and processed warehouse stock, including picking, unloading, labeling, and storing items.
- Conducted inventory tasks to ensure high quality standards for audits and reported discrepancies.
- Maintained a clean and safe working environment while optimizing space utilization and adhering to regulations.

Lead Inventory Specialist

Amazon-Chicago, IL

October 2019 to May 2022

- Coordinated shipment arrangements, scheduled pick-ups, and prepared necessary shipping documents, ensuring timely and accurate delivery processes.
- Verified incoming deliveries against packing slips and purchase orders, inspected contents for damage, and facilitated the return or replacement of unsatisfactory shipments.
- Organized and stored inventory in designated areas, maintained accurate inventory records, and adjusted quantities as necessary to support production needs.

- Operated forklifts and other equipment to efficiently load, unload, and store merchandise, while maintaining secure and orderly storage areas.

Cycle Counter

Fleet Pride TruckTrailer Parts-Chicago, IL

February 2016 to October 2019

- Conducted cycle counts of serialized and non-serialized electronic devices and accessories to maintain accurate inventory records.
- Evaluated raw material stocks to ensure optimal inventory levels and avoid over-purchasing or shortages.
- Identified discrepancies by comparing bin contents with Warehouse Management System data, contributing to improved inventory accuracy.
- Performed safety checks on equipment such as forklifts, order pickers, and scissor lifts to maintain a safe working environment.

Clamp Forklift Operator

Grand Warehouse Corp-Chicago, IL

June 2015 to February 2018

- Executed efficient loading and unloading of rail carts and trailers, ensuring timely processing of shipments.
- Managed staging of paper rolls for outbound shipping while accurately receiving and unloading inbound shipments.
- Maintained a safe and clean work environment, consistently meeting safety standards.

Forklift Operator and Order Picker

Edsal Manufacturing-Chicago, IL

June 2011 to June 2015

- Operated forklifts and electric pallet jacks to efficiently load, unload, and transport materials, ensuring timely and accurate order fulfillment.
- Managed and organized warehouse inventory, including processing customer returns and restocking items to designated locations.
- Utilized RF scanners and barcode technology to label and prepare packages for shipment, enhancing accuracy in packaging and receiving operations.

Shipping and Receiving Clerk

CW Retail Warehouse-Chicago, IL

August 2011 to June 2013

- Verified the receipt and dispatch of materials in alignment with company order forms, while maintaining inventory accuracy through systematic cycle counts and the 5S process.
- Organized and developed plans for the efficient loading and unloading of materials, assigned work functions to warehouse staff, and supervised all related activities.

Shipping/Receiving Clerk

Forman Mills-Chicago, IL

March 2007 to August 2011

- Monitored inventory databases to maintain accurate tracking of company assets and supplies.
- Managed the preparation and fulfillment of shipping orders, including picking, checking, and packing, while providing freight and common carrier quotes.
- Processed shipping returns and damage claims, and facilitated internal supply management for the shipping division.

Education

Associate's degree in Communications

Harold Washington - Chicago, IL

June 2002 to June 2002

Skills

- ERP Systems
- Microsoft Excel
- SAP Warehouse Management
- JD Edwards
- Warehouse management system
- RF Scanner

Certifications and Licenses

Forklift Certification

Forklift Certification