

TIMOTHY SULLIVAN

71 Benzinger Street, Buffalo, NY 14206

Ph: 7169822118

Tim12brady@yahoo.com

Professional Summary

Motivated, hard working warehouse -shipping and receiving as well as production individual that learns quickly very hands on have worked with all kinds of hand tools various forklift and handjacks.as well as bandsaws splitter slotter machines spot welders grinders drills etc.

Skills

- *Certified forklift operator
- Customer and Personal Service
- Speaking
- Judgment and Decision Making
- Learning Strategies
- Clerical
- Reading Comprehension
- Critical Thinking
- Mathematics
- Production and Processing

Experience

Warehouse manager-Order puller

Nov 2015-Apr 2018

Package Design & Supply Co Inc - Buffalo, NY

- Use computers for various applications, such as database management or word processing.
- Create, maintain, and enter information into databases.
- Attach identifying tags to containers or mark them with identifying information.
- Read work orders or receive oral instructions to determine work assignments or material or equipment needs.
- Record numbers of units handled or moved, using daily production sheets or work tickets.
- Assemble product containers or crates, using hand tools and precut lumber.
- Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
- Load and unload ship cargo, using winches or other hoisting devices.
- Sort cargo before loading and unloading.
- Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
- Bundle and band material such as fodder or tobacco leaves, using banding machines.

Shippert

Oct 2011-Apr 2015

Bimbo Bakeries USA - Lancaster, NY

- Examine shipment contents and compare with records such as manifests,

invoices, or orders to verify accuracy.

- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Compile, sort and verify data.
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Team leader pack repair

Oct 2000-Sep 2010

Package Design & Supply Co Inc - Buffalo, NY

- Record repairs required, parts used, and labor time.
- Maintain stocks of parts.
- Solder, wrap, and coat wires to ensure proper insulation.
- Lubricate moving parts.
- Drain and filter transformer oil and refill transformers with oil until coils are submerged.
- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Deliver or route materials to departments using handtruck, conveyor, or sorting bins.
- Determine shipping methods, routes, or rates for materials to be shipped.
- Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.
- Compare shipping routes or methods to determine which have the least environmental impact.

Education

GED: Electronics

Aug 2000

Seneca VHS - Buffalo, NY