

# Jeffrey L Zimmerman

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1303 Balmora St.  
Lafayette, CO 80026  
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**PROFESSIONAL SUMMARY:** Experienced shipping and receiving clerk with over twenty years of successful experience. My complete set of warehousing skills and knowledge of distribution permit me to work in all phases of the industry.

## **AREAS OF EXPERTISE:**

- Received and distributed incoming large and small freight shipments from both the US and overseas
- Experience with handheld scanner system
- Waive Lift certification
- Operated both sitting and standing forklift
- Picked up and delivered rental equipment to construction sites in metro area
- Delivered propane tanks to construction sites in metro area
- Pulled, packed, palletized and shipped both large and small orders
- Proficient in shipping software application systems including Fed Ex and UPS Worldship.
- Familiar with a large variety of shipping and freight lines, including overseas lines
- Received and stocked incoming material
- Maintained inventory of warehouse stock, as well as boxes and shipping supplies
- Inventoried shipping ready orders
- Assembled custom cardboard containers for shipping of weaving looms
- Prepared mail orders and delivered to mail facility
- Ran deliveries and general errands as required

## **SPECIAL CERTIFICATIONS :**

Certified Trained Forklift Operator 1993  
Completed Quality Excellence Training Program, Front Range Community College 1991  
Proficient in various shipping software applications, Microsoft home and Fed Ex & UPS Worldship

## **WORK HISTORY:**

**Shipping & Receiving Clerk - Ingalls Engineering** Louisville, CO – February 2011 – February 2013  
**Receiving Associate - Sears** Longmont, CO August 2010 – February 2011  
**Shipping & Receiving Clerk - Peppercorn Gourmet Goods** Boulder, CO August 2007 – January 2009  
**Shipping Clerk - Bison Designs** Longmont, CO June 2004-June 2007  
**Delivery Driver - Rental Service Corporation** Longmont, CO July 2003-April 2004  
**Shipping Clerk - Rocky Mountain Sports** Louisville, CO July 2002-February 2003  
**Shipping Clerk - Schacht Spindle Company** Boulder, CO August 1992-July 2002  
**Shipping Clerk - Storm Products Company** Broomfield, CO February 1988-July 1992

## **WORK REFERENCES:**

**Tim Arrigo**—Supervisor at Ingalls Engineering in Louisville,CO 303-665-7800  
**Janice Manville**- VP of Peppercorn in Boulder, CO 303-449-8105  
**Barry Schacht**-Owner of Schacht Spindle Co. in Boulder,CO 303-442-3212

## **CHARACTER REFERENCES:**

**Sally Wertzbaugher**—303-466-2807  
**Angela Neifert-Kraiser** -303-523-2669  
**Lloyd Lehrke**—303-926-1815