

Stephen Douglas Abston

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Qualifications

I have over 18 years experience with many aspects in the manufacturing, warehousing and the distribution industry. I have been recognized by my employers as productive, (numerous employee of the month awards), quick learner, safety conscious and dependable.

Objective

To work in a positive, professional and educational environment where I can contribute to the success of the business for the rest of my career.

Employment History

Noritake Co., Inc./Mason, OH

Shipping and Receiving Associate

01/2014 to 06/2015

- Responsible for all shipping and receiving activity and management of daily schedules with custom made fragile products
- Picking and repacking of both LTL and ground shipments by hand or on forklift
- Daily use of UPS and FedEx software as well and AS400 inventory system
- Worked with customers to obtain BOL using email and fax
- Handled many problem solving issues and proposed improvements to management
- Prepared and assisted in annual Physical Inventory inspection

Warehouse Coordinator (Promotion)

- Maintained responsibilities of a Shipping and Receiving Associate
 - Worked closely with management to make improvements to the function and organization of in/outbound shipments and safety inspections of the warehouse
 - Managed warehouse supplies and general warehouse maintenance (docks, forklift, repairs, etc.) kept a clean organized facility
 - Maintained paperwork on customs clearance for international shipments and returns using PC and office programs such as excel
 - Trained warehouse associates on warehouse policies and procedures
- Multiband Corp./Cincinnati, OH

Dish Network Installer

03/2012 to 09/2013

- Knowledge of the various dishes, their network setting and the satellite installation service
 - Ability to read and comprehend the various manuals, technical drawings and schematics
 - Ability to assess the best placement of satellite dish and communicate with customers
 - Ability to climb ladders up to 40 feet, work from heights and lift heavy objects
 - Maintained safety regulations at the work site
 - Made sure the service provided was professional and the customer was satisfied
 - Prepared requirement documentation of the installation, maintenance and maintained inventory of the equipment
- Makino Inc./Mason, OH

Shipping and Receiving

10/2011 to 02/2012

- Responsible for many aspects of receiving including item input, manual product input, software input/data entry, cycle inventory, loading/unloading, mobile data collection devices
- Very familiar with SAP, UPS and FedEx software for distribution, routing and inventory
- Responsible for all aspects of product reconciliation and inventory
- Responsible for very strict quality standards for product location and cycle counting
- Very familiar with many aspects of Supply Replenishment and bills of lading for shipments

- Chosen to cross-train in Shipping, Receiving and very sensitive Crating for multi-million dollar manufacturing machines

- Chosen to train all new warehouse employees

Lowe's/Lebanon, OH

Shipping & Receiving Associate

11/2008 to 07/2011

- Very familiar with leveraging a hybrid of a manual and a software-based ticketing system using mobile data collection devices

- Responsible for product receiving, product placement and location and semi-annual inventory

- Certified and responsible for safe use of all power equipment including forklift, scissors jack and pallet jack

- Held to strict compliance standards of customer service

- Delivered building products using flatbed and box trucks

- Was chosen by management to cross-train in several other departments and gained an understanding of overall store operations

Blackhawk Automotive/Mason, OH

Operations Team Lead (promoted)

11/1998 to 08/2008

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Chosen by management and cross-trained to support six different departments by training all new employees to those departments, temporary management and filling in when those departments were short-handed

Machine Operator

10/1994 to 11/1998

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Operated injection molding machine producing exterior and interior plastic products

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Responsible for reporting quantities, loss and time spent on each run

Education

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Carlisle High School/Graduated

Certifications

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Forklift, Cherry Picker, Reach Truck, Electric Pallet Jack

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OSHA

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HAZMAT

References available upon request