

ROBERT SCHULTZ

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WORK EXPERIENCE

Tecnova Electronics, Waukegan, Illinois

Shipping/Receiving Associate, Oct 2015 – Present

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.

Campbell International, Wauconda, Illinois

Shop Foreman, Sep 2007 – Aug 2015

- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
- Keep records of employees' attendance and hours worked.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Requisition materials, supplies, equipment parts, or repair services.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.
- Recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency.
- Recommend or execute personnel actions, such as hirings, evaluations, and promotions.

Quarter Master, Lake Zurich, Illinois

Shipping Supervisor, Oct 2006 – Sep 2007

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.

- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.
- Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.

Ferguson Enterprises, Waukegan, Illinois
Warehouse Supervisor, Apr 2005 – Oct 2006

- Enforce safety rules and regulations.
- Confer with customers, supervisors, contractors, or other personnel to exchange information or to resolve problems.
- Plan work assignments and equipment allocations to meet transportation, operations or production goals.
- Direct workers in transportation or related services, such as pumping, moving, storing, or loading or unloading of materials or people.
- Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.
- Resolve worker problems or collaborate with employees to assist in problem resolution.
- Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers.
- Prepare, compile, and submit reports on work activities, operations, production, or work-related accidents.
- Recommend or implement personnel actions, such as employee selection, evaluation, rewards, or disciplinary actions.

Butera Market, Lindenhurst, Illinois
Overnight Manager, Aug 2003 – Apr 2005

- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Inventory stock and reorder when inventory drops to a specified level.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Assign employees to specific duties.
- Enforce safety, health, and security rules.
- Examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised.
- Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.

- Plan and prepare work schedules and keep records of employees' work schedules and time cards.
- Examine products purchased for resale or received for storage to assess the condition of each product or item.
- Establish and implement policies, goals, objectives, and procedures for their department.
- Keep records of purchases, sales, and requisitions.
- Plan and coordinate advertising campaigns and sales promotions, and prepare merchandise displays and advertising copy.

AA Thread Seal & Tape , Wauconda, Illinois
Warehouse Supervisor, Feb 2001 – Aug 2003

- Enforce safety rules and regulations.
- Plan work assignments and equipment allocations to meet transportation, operations or production goals.
- Confer with customers, supervisors, contractors, or other personnel to exchange information or to resolve problems.
- Resolve worker problems or collaborate with employees to assist in problem resolution.
- Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.
- Monitor field work to ensure that it is being performed properly and that materials are being used as they should be.
- Maintain or verify records of time, materials, expenditures, or crew activities.
- Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers.
- Prepare, compile, and submit reports on work activities, operations, production, or work-related accidents.
- Recommend or implement personnel actions, such as employee selection, evaluation, rewards, or disciplinary actions.
- Requisition needed personnel, supplies, equipment, parts, or repair services.
- Plan and establish transportation routes.
- Inspect or test materials, stock, vehicles, equipment, or facilities to ensure that they are safe, free of defects, and consistent with specifications.
- Perform or schedule repairs or preventive maintenance of vehicles or other equipment.
- Assist workers in tasks such as coupling railroad cars or loading vehicles.

EDUCATION

Evanston Township High, Evanston, Illinois

ADDITIONAL SKILLS

- ForkLift Certified, Ups/Fed-ex Computer Software, MS400, Cycle Counts, RF Scanners. Exce