

JOHN LORENZO

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SUMMARY OF QUALIFICATIONS

- MS office (Word, Excel, Power Point, Outlook) QuickBooks, UPS, FedEx and DHL international shipping software.
- Extensive knowledge of logistics, shipping and receiving and general warehouse operations.
- Detail-oriented and highly efficient in leading shipping and receiving operations.
- (Sit-Down), Clamp Forklift, RF scanner

WORK EXPERIENCE

Pratt Industries - Dayton, NJ

2016

Shipping Office clerk / Assistant supervisor (downsizing)

- Process orders in company software
- Print out all UCC labels for pallets going out
- Coordinate truck drivers to designated docks to be loaded
- Delegate work orders to forklift drivers for picking and loading
- Daily cycle counts (inventory)
- QC (quality control) final check on orders to make sure they are correct before getting loaded
- Scan & email all inbounds to appointed personnel be added as inventory in AS400 software
- Keep track of all office and PPE (safety supplies) and make request to reorder as needed
- Do daily safety walks and checks on equipment, drivers, etc. to ensure all is up to OSHA standard
- Participate and oversee daily safety meetings prior to starting our shift
- Email all daily production work final results and any issues with outbounds

Dot Com Distribution -Edison, NJ

2015—2016

Shipping office Clerk (Seasonal)

- Scanned bills of lading from shipments on previous day for electronic filing and emailing to clients
- Verified and billed out shipped orders
- Filed physical paperwork so as to maintain both electronic and paper files.
- Generated bills of lading for orders pending
- Routed and scheduled truck/freight shipments
- Produced EDI reports for daily meeting (status of pending shipments)
- Manifested small shipment order paperwork via UPS, FedEx
- Used RF scanner on mobile computer to scan carton IDs and produce ucc labels for shipment cartons

Aramark Corporation / Amerada Hess - Woodbridge NJ

2008—2014

Shipping/receiving/mailroom/messenger

- Received and logged in all packages/mail for Woodbridge Hess
- Delivered packages and mail throughout the building
- Shipped any and all documents, products, etc. as requested by staff or clients via UPS, FEDEX, or DHL
- Operated Pitney Bowes machinery for USPS shipping/postage
- Messengered mail to NY Hess and other local branches
- Organized stock room to be equipped with shipping materials

Fowler Equipment Co. - Union, NJ

2006—2007

Service / Dispatcher

- Answered phones and took service call requests
- Entered all service requests into computer software
- Used GPS software to prepare and schedule route for ten service technicians
- Dispatched work orders and laid down any support possible for technicians
- Implemented service software to Log down and organize and run reports on any and all jobs completed, uncompleted, needing parts or further diagnosis
- Ran weekly checks on all software and technician hardware for efficiency
- Responsible for dealing with any malfunctions or repairs needed on equipment
- Organized what was needed to meet deadlines for new installation
- Researched into new technology which may help and improve efficiency and present it to my superiors during weekly meetings
- Coordinated conference meetings with these potential technical providers
- Provided some phone technical support to customers with Maytag washers / dryers

Mac Gray Co-East Brunswick, NJ

2005

—2006

Warehouse Employee/Installations

- Managed all stock and inventory.
- Pulled stock for sales orders.
- Assembled, wired and programmed machinery for all *Maytag Models, American Dryers and Dexter Model washers and dryers.*
- Configured and tested all machinery for delivery.
- Operated Forklift and all other related machinery. (certified)
- Loaded trucks for delivery and unload trucks with forklift.
- Drove all work vehicles. (Trucks, vans)
- Worked as lead installer to do deliveries and installations.
- Work as an assistant to the warehouse manager.
- Oversaw work schedule to meet deadlines for deliveries.
- Oversee that sales invoices are completed in detail.
- Trained new employees to assemble and wire machinery at several branches

EDUCATION/CERTIFICATION

Central Career School, South Plainfield, NJ,
Business and Technology - certificate of completion

Cittone Institute/Lincoln Tech, Edison, NJ,
Help Desk Analyst - certificate of completion