



GRAHAM GREEN

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Summary

Receive and deliver goods in fast-pace warehouse settings. Diligently move materials with organized approaches and safe equipment operations skills. Team-oriented and efficient in meeting challenging daily demands.

Hardworking Warehouse Associate commended as reliable and safety-conscious individual with 17 years of solid experience in warehouse operations. Proficient in operations of pallet movers, forklifts and swing-reach trucks. Expertise in shipping and receiving, loading and unloading trucks and order picking and packing.

Hardworking manager with excellent materials handling, storage management and shipment preparation skills.

Experienced in picking orders, assembling pallets and preparing containers. Accustomed to facilitating accurate inventory counts and maintaining current warehouse records.

Organized professional with superior work ethic and team player attitude. Exceptional quality control, inspection and forklift abilities. Commended for honesty, hard work and positive attitude. Consistent ability to stand for long periods of time and safely lift up to 70 pounds.

Productive Warehouse Associate prepared to take next step with new a team in the area. Detail-oriented with extraordinary problem-solving abilities. Skilled in receiving freight, shipping and maintaining and tracking inventory.

Skills

- Product verification
- Freight labeling
- Shipping and receiving
- Inventory organization
- Warehouse operations
- Materials handling and transport
- Warehouse tools operation
- Material handling
- Hazmat Certified
- Wrapping and boxing
- Invoice verification
- Quality control
- Forklift certified
- Employee development and management
- Familiar with RF systems
- Inventory management
- Strong communication skills
- Safety-conscious
- Multi-tasker
- Manufacturing and warehouse procedures
- Inventory tracking
- Collaborative
- Natural leader
- Shipment consolidations planning
- Advanced computer skills
- Prioritization skills
- Activity planning skills
- Calibration and adjustment skills
- Demonstration skills
- Superb researching skills
- Exemplary people management skills
- Excellent problem solving skills
- Solid communication skills
- Decision making skills
- Polished communication skills
- MS Word, Excel and Outlook
- Excellent written and verbal communicator
- Advanced in Microsoft Excel, Project and Visio
- Excellent writing and critical thinking skills
- Excellent hand-eye coordination
- Microsoft Excel and PowerPoint
- Excellent memory for faces and names

Experience

FTZ Industries | Simpsonville, SC
Shipping And Receiving Manager
09/2008 - Current

- I handle operational improvements and resolution of daily problems to deliver top-notch customer service.
- Created and implemented audit program that could identify risks and

assess compliance requirements.

- Helped department leaders devise and implement remediation plans to address identified concerns.
- Collaborated with management to address all major risks.
- Supervised the office and personnel when the manager was unavailable or out of the office.
- Provided detailed, yet understandable risk and compliance concepts to key stakeholders in the organization.
- Investigated discrepancies that were uncovered during audits.
- Audited information and implemented all data into spreadsheets using word and excel.
- Reviewed company policies against best practices to better understand level of compliance.
- Fork Lift Operator Material Handler and certified.
- Management 8+ years
- Advanced Driving Certification
- Organized and preformed training classes for various task
- Advance Knowledge of Excel and Word

Mr | Greenville, SC

Order Puller/warehouse Lead/shipping & Receiving

06/2004 - 01/2008

- Managed vendor relationships to support supply chain and maintain product quality.
- Rotated goods in inventory by following “first in, first out” approach to keep shelves organized and well-stocked.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Affixed accurate labels to customer packages to prevent unnecessary delays.
- Prepared inventory for shipment by attaching tags and labels, preparing shipment documents and securing products on pallets.
- Examined incoming shipments to verify quantity and quality, returning unacceptable shipments to suppliers for refunds or replacement.
- Considered specific product requirements and accessibility when managing and organizing storage areas.
- Identified defective, lost or missing merchandise and promptly reported issues to supervisor.
- Staged products between receiving, storage and shipping areas to accurately transfer items.
- Maintained accurate and current order and shipment forms, inventory documentation and customer records.
- Counted and stocked merchandise as specified by inventory control log.

Lockheed Martin, Greenville, SC |

Greenville, SC

Warehouse Associate

03/2002 - 01/2004

- Received, stored, and shipped goods and materials.
- Examined packages and goods for damage and notified vendors of specific issues requiring replacement.
- Considered specific product requirements and accessibility when managing and organizing storage areas.
- Prepared inventory for shipment by attaching tags and labels, preparing shipment documents and securing products on pallets.
- Operated forklifts and other transportation vehicles to move merchandise to and from target destinations.
- Attached identifying tag or labels to materials or marked information on cases, bales, or other containers.
- Scanned container labels to verify contents and determine target

destination using RF scanners.

- Affixed accurate labels to customer packages to prevent unnecessary delays.
- Unloaded freight using pallet jacks to transport heavy items to locations in warehouse.
- Unloaded incoming products off trucks, moved boxes to staging area, sorted items and transported to final storage locations.
- Accurately recorded inventory levels to support completion of order requests and audits.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Carefully arranged items on store racks and shelves ensuring correct location and prices.
- Counted and stocked merchandise as specified by inventory control log.
- Managed vendor relationships to support supply chain and maintain product quality.
- Provided top product and material delivery quality control by eliminating downtime to maximize revenue.
- Staged products between receiving, storage and shipping areas to accurately transfer items.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Inspected and moved products to designated areas in warehouse.
- Recorded unit quantities and handled or moved materials with forklift equipment.

Education and Training

University of Essex | Colchester, UK

Associate of Science in Transport And Logistical Efficiencies

Clacton County High | Clacton-on-sea

High School Diploma