

ROBERT ROBERTS

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Objective

Position in import/export business using background in freight trafficking.

Summary

Negotiated rates with common carriers for domestic shipments and with freight brokers for international shipments. Microsoft Office, logistics control, and inventory software used to manage incoming and outgoing freight.

Work Experience

Shipping and Receiving Department Supervisor

Zoe Products, Riverside, PA; 2006-Present

- Managed all incoming and outgoing freight.
- Negotiated with common carriers for rates on domestic shipment and with freight brokers on international shipments.
- Proficient in MS Office, state-of-the-art logistics control, and inventory software programs.
- Computer-processed orders to generate order and label information.
- Accepted deliveries and checked invoices for manufacturing specifications.
- Supervised, trained, and disciplined 15 employees.
- Utilized forklift, pallet jack, and hand truck in material delivery.

Warehouse Employee

Sporting Stuff, Riverside, PA; 1998-2006

- Picked and packed products according to customer orders.
- Loaded and unloaded trucks in manufacturing facility.
- Tracked inventory and stocked placement.
- Sealed and labeled cartons with order information.

Education and Training

Plumbing Course, One-Stop Community College, Othertown, PA
Advanced Carpentry Course, Eastern Vocational School, Othertown, PA
Graduate, Eastern High School, Othertown, PA

Activities and Interests

Member, Riverside Chamber of Commerce, Riverside, PA
Coach, Riverside Little League, Riverside, PA