

Steven Unemployed

123 Employment Street • Sometown, Ontario • N1S 2B3 • (519) 123-4567

SYNOPSIS: Qualified Shipper/Receiver with over 15 years experience handling the distribution of products within a production oriented environment. Self-starter who thrives on the challenge of meeting set deadlines. Seeking a position which will utilize my skills.

SUMMARY OF SKILLS:

Shipper/Receiver

- Operated computerized scanner to efficiently track priority post mailings
- Re-organized tote system to maximize warehouse space
- Handled inventory counts and recorded on a monthly basis
- Monitored daily priority shipment and logged activities accurately

Dispatcher

- Safely trained and operated lift trucks
- Loaded and unloaded containers from receiving area in a timely manner
- Inspected and verified quality and quantity products against packing slip
- Notified supervisor of any recognized inefficiencies
- Maintained tracking system of incoming mail

Teamwork

- Interacted with co-workers in a supportive manner
 - Assisted co-workers with concerns and duties
 - Attended team meetings to offer input on important suggestions
 - Participated in social committee
 - Represented company in a professional manner to all incoming suppliers
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WORK EXPERIENCE:

Custodian	SELECT BUILDING COMPANY, Sometown, Ontario	1995 - 1996
Assembler	DINO COMPANY, Sometown, Ontario	1990 - 1995
Assembler/Labourer	SALLY TEMPORARY SERVICES, Sometown, Ontario	1990 - 1995
Postal Clerk	ONTARIO POST, Sometown, Ontario	1975 - 1990

EDUCATION:

WordPerfect 6.1	ADULT EDUCATION PARK, Sometown, Ontario	January - April 1997
Business Diploma	STEVEN MASSEY COLLEGIATE, Sometown, Ontario	

INTERESTS:

- Reading
 - Playing guitar
 - Composing songs
 - Listening to music
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REFERENCES AVAILABLE UPON REQUEST