

Delilah Nair

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SUMMARY

Shipping and receiving technician with three years of experience supporting material flow in packaging and light manufacturing warehouses. Handles **inbound receiving**, outbound preparation, shipment notice review, **shipping paperwork**, **inventory transactions**, **product tagging**, pallet organization, trailer loading, and unloading. Compares delivered materials with expected quantities and documentation, records accurate inventory information, and quarantines questionable product for resolution with logistics and production support teams. Communicates shipment timing with suppliers and internal partners, trains newer teammates on warehouse routines, and prioritizes changing tasks independently. Brings practical problem solving, basic math, clear communication, safe equipment operation, and consistent attention to clean, organized work areas. Ready to contribute dependable material movement and accurate warehouse records.

EXPERIENCE

Shipping and Receiving Technician February 2025 - Present
Badger State Carton Solutions *Racine, WI*

Supports inbound and outbound **material movement** for a packaging operation, coordinating shipment documentation, inventory transactions, supplier communication, equipment use, discrepancy control, and teammate training.

- Reviewed **shipment notices** and routed verified paperwork across logistics, production, and administrative contacts.
- Compared received labels, quantities, pallet condition, and documents before recording inventory transactions.
- Quarantined mismatched product and documented **discrepancies** for logistics and **production support** review.
- Loaded trailers with forklifts and **pallet jacks**, then organized **finished goods** for scheduled shipment.
- Trained newer teammates on receiving checks, inventory entry, pallet organization, and housekeeping standards.
- Communicated shipment timing and exceptions with paper suppliers, supporting dependable material flow each shift.

Warehouse Shipping Associate October 2023 - January 2025
Southeast Wisconsin Packaging Services *Kenosha, WI*

Supported daily **shipping and receiving** for printed packaging materials, balancing inbound deliveries, finished goods staging, outbound trailer preparation, inventory accuracy, equipment safety, and warehouse organization.

- Verified incoming shipment details, counted quantities, tagged materials, and entered records into **inventory systems**.
- Built **finished goods** pallets with visible labels, improving document matching before outbound loading.
- Moved materials between receiving, storage, production staging, and shipping areas using **forklifts** and **pallet jacks**.
- Investigated inventory differences through physical checks, tags, transaction records, and receiving paperwork.
- Maintained clean aisles and orderly staging zones during changing production and shipping priorities.
- Provided clear findings to **logistics** staff, supporting timely corrections and reliable warehouse handoffs.

PROJECTS

Warehouse Inventory Accuracy Initiative 📅 2025
Improved receiving control by connecting shipment notices, physical counts, product tags, quarantine decisions, and inventory transactions into a consistent warehouse workflow.

Finished Goods Staging Improvement 📅 2024
Organized pallet labels and staging locations for printed packaging materials, helping teams match paperwork faster before trailer loading and shipment release.

LEADERSHIP & AWARDS

- Recognized by warehouse teammates for dependable shipment paperwork and accurate receiving checks.
- Selected to train newer associates on pallet organization, equipment practices, and warehouse housekeeping.
- Trusted with independent ownership of changing inbound and outbound workflows across packaging operations.

EDUCATION

High School Diploma 2023
Washington Park High School GPA: 4.0 *Racine, WI*
Coursework: Basic math, computer applications, written communication, workplace safety

CERTIFICATIONS

- Forklift Operator Safety Training 📅 2024

- Basic Warehouse Safety Training 📅 2024

TECHNICAL SKILLS

- **Warehouse Operations:** Inbound receiving, outbound shipping, returns processing
- **Inventory Systems:** Inventory transactions, inventory tracking, stock records
- **Material Handling Equipment:** Forklifts, pallet jacks, trailer loading
- **Shipping Documentation:** Shipment notices, shipping paperwork, delivery records
- **Pallet Operations:** Pallet building, pallet tagging, pallet organization
- **Quality Control:** Product quarantine, discrepancy review, quantity checks
- **Warehouse Safety:** Safe material handling, clean aisles, organized staging
- **Supplier Coordination:** Mill communication, shipment timing, exception updates
- **Packaging Operations:** Folding cartons, blister cards, printed packaging
- **Workplace Computing:** Computer systems, data entry, digital inventory records

SKILLS

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|--------------------------|----------------------|--------------------------|----------------|
| • Shipping and receiving | • Shipping paperwork | • Pallet building | • Forklifts |
| • Inbound receiving | • Inventory systems | • Product quarantine | • Pallet jacks |
| • Outbound shipping | • Inventory tracking | • Discrepancy resolution | • Basic math |
| • Shipment notices | • Product tagging | • Trailer loading | |

PROFESSIONAL AFFILIATIONS

- Packaging and warehouse operations professional in southeastern Wisconsin.
- Active contributor to safe material handling and organized shipping team practices.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST