

Delilah Nair

Shipping and Receiving Technician

📞 (262) 555-6174

✉ delilah.nair@example.com

🌐 linkedin.com/example/delilahnair

📍 Racine, WI 53403

STRENGTHS

- ✔ **Receiving accuracy**
Shipment details, quantities, labels, and paperwork were checked together, helping each inventory entry tell a clear story.
- 🗉 **Supplier communication**
Direct updates with mills and material suppliers kept timing visible. Teammates knew when to expect changes.
- 📦 **Inventory control**
Questionable product was quarantined quickly, giving logistics and production support a clean path for review.
- 🚛 **Safe equipment use**
Forklifts and pallet jacks moved materials through active areas with steady attention to people, loads, and aisles.
- 👥 **Team training**
Newer teammates received practical guidance on receiving checks and pallet routines, then gained confidence on assigned work.

SKILLS

Shipping and receiving

Inbound receiving

Outbound shipping

Shipment notices

Shipping paperwork

Inventory systems

Inventory tracking Product tagging

Pallet building Product quarantine

Discrepancy resolution

Trailer loading Forklifts

Pallet jacks Basic math

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

Badger State Carton Solutions 📅 February 2025 - Present 📍 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

Southeast Wisconsin Packaging Services 📅 October 2023 - January 2025 📍 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.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Shipping and Receiving Technician at Badger State Carton Solutions (1.7 Years)
- Warehouse Shipping Associate at Southeast Wisconsin Packaging Services (1.2 Years)

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

Washington Park High School 🎓 GPA: 4.0 📅 2023 📍 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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST