

Frank James

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Authorized to work in the US for any employer

Work Experience

Delivery Driver

Curri - Grand Prairie, TX
February 2023 to Present

- review orders before delivery
- inspect vehicle before departure
- deliver up to X packages a day to residential and business locations
- load, transport, unload and deliver items in a secure manner to prevent damage and loss
- use handheld device for routing information and customer delivery data
- adhere to route and time schedules
- liaise with customers regarding delivery needs and instructions
- check orders after delivery to ensure accurate completion
- maintain an accurate delivery log
- prepare and distribute required documentation
- comply with all relevant laws and regulations and safety standards

Inventory Clerk

GXO Logistics - Grand Prairie, TX
November 2021 to February 2023

- Drive process development and performance management
- Provide detailed routine management information on inventory performance
- Develop and implement SAP / Database process system improvements to enhance effectiveness & speed of management reporting
- Develop and help implement improvement process and systems to reduce inventory, minimize costs, and lower working capital
- As part of a wider project team assist and manage the delivery of key projects that have an impact on the site objectives
- Support special projects and provide analysis contributing to ongoing optimization of the network
- Establish, implement and manage inventory and buying policies that both feed our voracious demand and acknowledge some of our physical capacities

Picker/Packer

Staffmark Temp Service - Olive Branch, MS
October 2018 to November 2021

Unload inbound shipments
Move products to storage locations
Stack and store merchandise in appropriate places

Prepare and stage skids for outbound shipments
Assist with picking and packing
Assist with pallet building
Perform maintenance and preventive maintenance functions on forklifts
Pick/Packer
Read customer, work and shipping order to determine items to be shipped
Operated forklift and manual pallet jack for moving and storing material
Sorted and placed materials or items on racks, shelves, and bins in keeping with predetermined sequence
Filled work orders and requests for materials, tools, or other stock items
Helped in loading and unloading trucks, checking in merchandise by means of receiving documents
Documented information relating to receipt, storage or distribution of materials for processing
Matched and reviewed purchase orders to packing lists to make sure all required items are included

Forklift Operator/Order Puller

Tellworks Communication LLC - Arlington, TX

October 2018 to July 2021

- Select and separate Warehouse product by account and stop number as designated by the computer generated label
- Match product description with label description
- Efficiently pick customer orders for shipment, ensuring that the correct number and type of product is loaded and shipped
- Assemble various types of merchandise for shipment
- Transport orders to shipping locations or delivery platforms with a material handling equipment
- Tag or mark orders as requested
- Repack quality variances

Forlift Operator

VSSI LLC Staffing Services - Arlington, TX

July 2020 to March 2021

- Performed strict receiving procedures including condition checks of trucks, BOL's, packing slips, seals and product by following all guidelines set by OSI Food Safety and Security Guidelines. Completed all paperwork and maintained detailed records for Shipping and Receiving, QA, and Accounting departments.
- Loaded and unloaded all trucks using various forklifts and hand trucks. Operated dock levelers. Staged and organized all incoming and outgoing product.
- Inputted all product information into SAP system, tagged and labeled all product, and staged product in designated areas.
- Collaborated with QA and Purchasing departments to ensure inventories were kept up to date according to OSI regulations. Recorded and dumped out of date product.
- Effectively organized and implemented shipping procedures. Coordinated all outgoing product for speedy and on-time delivery. Performed all SAP Shipping procedures and maintained detailed batch records of all outgoing product.
- Worked with Production and Controller to find and eliminate all problems regarding inventory, mislabeling, organizing, and allocation of product.
- Conducted monthly inventory of all product within the OSI Riverside facility.
- Maintained daily records of forklift care and maintenance.

Fulfillment Associates

Target - Arlington, TX

November 2018 to January 2021

- * Process a high volume of daily orders placed for unique collectibles and gifts by consumers at the online store, by phone at the order fulfillment center, and via a direct mail print catalog.
- * Leverage extensive knowledge of inventory to support the preparation of quotes, the development of sales orders, and generation of detailed invoices.
- * Interface between Shipping and customers concerning clearance items, shipping rates, fulfillment of backorders, and on orders with special restrictions and handling requirements.
- * Upload orders to the system for access to the Shipping Department.
- * Increase revenue by pulling merchandise out of stock from stores.
- * Collaborate with IT and Purchasing departments concerning ongoing changes to online inventory, SKUs, images, and both new and discontinued merchandise.
- * Prepare shipping labels and documents generated use a proprietary ERP shipping program.
- * Take extra precautions to ensure inbound and outbound shipments are accurate and damage free.

Dock Worker

Accelerated Inc - Grapevine, TX

August 2015 to October 2018

Collaborating - Working cooperatively with others to help a team or work group achieve its goals

Prepare, inspect, and clean trailer(s) before loading freight

Maintain a safe work environment by cleaning and removing debris from work area; place dunnage and empty skids in proper location; keep aisles clear and observe forklift safety regulations

Drop and hook trailer(s) and change the configuration of equipment as necessary. Connect air hoses and electrical lines, install and remove tire chains, and manually crank dolly wheels

Communication - Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that help them understand and retain the message; listening actively to others

Drive truck to transport materials in liquid or packaged form to and from specified destinations. Verify load against shipping papers. Drive truck to specified destination, applying knowledge of commercial driving regulations and roads in area. Prepare receipt for load picked up. Collect payment for goods delivered and for delivery charges

Remove loose cartons before unloading freight and remove blocking and dunnage while unloading freight

Inventory Control

Jimco Lamps - Southaven, MS

November 2013 to August 2015

- Excellent written oral and interpersonal communication skills
- Extensive knowledge of inventory control system implementation and monitoring
- Good understanding of inventory control policy and procedures
- Experienced with training personnel in inventory control procedures
- Able to anticipate inventory needs and submit orders
- Above-average computer application and database tracking and entry skills
- Excellent record-keeping and filing skills

Sales Associate

City Gear - Memphis, TN

November 2011 to December 2012

- Responsible for maintaining accessories area and keeping accessories inventory.

- Regularly exceeded monthly sales quota and finished strong runner-up in 2008 for highest revenue of the year.
- Assisted in finding locations for marketing displays and setting them up

Package Handler

FedEx Ground - Memphis, TN

October 2011 to November 2011

- Load and unload packages quickly and efficiently.
- Clean the warehouse, prepare for delivery, and organize packages by scanning them in and sorting them out.
- Move products and materials by hand or with basic material handling equipment.
- Safely handle fragile, dangerous, and/or hazardous products

Education

Associate in Diesel Mechanic

Universal Technical Institute - Irving, TX

July 2016 to May 2017

Associate in Automotive

Southwest Tennessee Community College - Memphis, TN

August 2011 to December 2011

High school or equivalent in Material Handling

Dr. Benjamin L Hooks Job Corps Center - Memphis, TN

August 2010 to May 2011

Skills

- Forklift
- Picking & packing
- Freight
- Filing
- Pallet jack
- Machining
- Sales
- Procurement
- Driving
- Retail sales
- SAP
- Cashiering
- Food safety
- Customer service
- Packaging

- Warehouse distribution
- Warehouse experience
- Stocking
- Communication skills
- Load & unload
- Marketing
- Inventory control
- Commercial driving
- Shipping & receiving
- Order fulfillment
- Organizational skills
- ERP systems
- Accounting
- Order picking
- Materials handling
- Quality assurance
- Purchasing
- Maintenance
- Microsoft Word
- Cleaning
- POS
- Reach Truck
- Supply Chain
- Logistics
- Merchandising
- Order Picker
- Forklift
- Retail sales
- Cash register
- Sales
- Customer service
- Merchandising
- Order fulfillment
- Freight
- Supply chain
- SAP
- Driving
- Load & unload

Certifications and Licenses

Driver's License

Present

Certified Forklift Operator

Present