

# SEAN DOUGHERTY

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📍 Philadelphia, PA 19136

## PROFESSIONAL SUMMARY

Experienced customer service professional bringing 15 years of coordinating shipments, collaborating with freight carriers and managing customer needs. Meticulous, resilient and flexible in handling diverse issues. Knowledgeable about DOT regulations and standards. Well-qualified Logistics Specialist proficient in handling complex customer issues and promoting positive experiences. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence. Skilled in coordinating documentation and handling payments.

## SKILLS

- Transportation Planning
- Complex Problem-Solving
- Overseeing Deliveries
- Operating Forklift
- Updating Logs
- Time Management
- Warehousing and Delivery
- Documentation Skills
- Freight Transportation

## EDUCATION

**Community College of Philadelphia**  
Philadelphia, PA

*Associate Degree:* Business

**Father Judge High School**  
3301 Solly Ave • 06/2004

*High School Diploma*

## CERTIFICATIONS

- CCO - Certified Crane Operator
- Moffett Training - 2015-present
- Certified Forklift Operator, SRS Distribution - 2015- present

## WORK HISTORY

### **SRS Distribution - Logistics Specialist**

*820 Pennsylvania Blvd Feasterville, Pa 19053 • 03/2015 - Current*

- Deliver building materials to PA NJ DE in a safe and efficient manor.
- Navigate route and plan for alternate routes according to traffic and time sensitive.
- Operate safety protocols upon arriving that include photos of address, conditions, safety set up and material on truck. Also, photos of completed delivery
- Built long-term relationships due to prompt and courteous service.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Managed and tracked package transfers such as bills of lading, delivery receipts, packing lists and load tags.

### **Aps Supply - Driver, Warehouse Orders**

*711 Cooper St. Beverly, NJ 08010 • 02/2013 - 07/2014*

- Read maps, followed oral, and written instructions and used GPS technology to make deliveries.
- Loaded truck and properly secured items to prevent damage for deliveries.
- Kept detailed mileage and fuel reports to track overall fuel costs.
- Followed proper safety procedures and protocols while loading, unloading and operating vehicles.

### **Prestige Delivery Systems - 2nd Shift Lead**

*32 Runway Rd. Levittown PA 19053 • 06/2007 - 01/2013*

- Checked drivers paperwork in and any items returned from route.
- Entered next day shipping labels into system. Prepared and scanned labels into each route. Separate and stage labels for employees to pull.
- Prepared reports and technical documentation of day-to-day production processes.
- Collaborated with other departments to optimize production workflows.
- Prepare end of day report that included completed deliveries, returns and damages.

