
Dock Supervisor Resume

Job Objective

Searching for an opportunity to use my years of experience and training as Dock Supervisor to help growing company meet their goals.

Highlights of Qualifications:

- Huge supervisory experience in Warehouse and transportation environment
- Sound knowledge general freight, imports and exports and hazardous materials
- Deep knowledge of proper freight proper loading and unloading techniques
- In-depth knowledge of safe lifting techniques, and DOT rules and regulations
- Solid understanding of business financial principles including P & L's, budgets, payroll, financial reporting and expense control.
- Proficient in AS/400, and MS Office suite
- Familiarity with WMS and RF Systems
- Strong communication and interpersonal skills
- Remarkable ability to drive and operate forklift, pallet jack and hand truck

Professional Experience:

Dock Supervisor, August 2005 to till date
Dayton Freight Lines, Inc., Fort Washington, PA

- Compiled production and service records and measured conformance to pre-determined standards.
- Reviewed logs and reports and identified administrative support function requirements.
- Maintained superior internal and external customer relations, consistent with company policies.
- Inspected service center regarding standards of safety and cleanliness.
- Supervised movement of expedited, late and special circumstance freight.
- Handled special assignments timely and effectively.

Dock Supervisor, June 2002 to July 2005
The Gilbert Company, Fort Washington, PA

- Supervised labor in the operation of the Dock.
- Planned, directed and coordinated all facets of unloading and loading of trailers, and yard jockey activities.
- Monitored dock activity and ensure compliance to productivity metrics and company policy and procedure.
- Supervised and ensured employees load for axle and employed proper Hazmat segregation rules in the loading of trailers.
- Performed administrative duties related to dock operation.
- Assisted in hiring, training, evaluation, and disciplinary actions of employees.

Education:

Bachelor's Degree in Transportation, Lackawanna College, Scranton, PA

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