

# Steven J. Maglio

## Objective

To work in a position that will utilize my knowledge and computer-related skills to efficiently process the shipping demands of a company; and to improve the efficiency of the shipping department through the implantation of technology.

## Experience

Summer 2007                      Cormark, Inc.                      Des Plaines, IL

- Ran the shipping operations at one of four locations.
- Handled the processing of UPS, FedEx, DHL, and messenger packages.
- Organized freight for shipment and scheduled freight pickups. This included single pallet items to full 53' truck freight loads.
- Created and processed shipping orders, bills of lading, and freight delivery confirmations.
- Maintained a record of all freight deliveries and tracking information.

## Education

2005—2007                      Northern Illinois University                      DeKalb, IL

- Graduated in December 2007 with Master of Science in Geology.

2001—2005                      Northern Illinois University                      DeKalb, IL

- Graduated in May 2005 with Bachelor of Science in Geology.

## Skills

- Excellent skills with computers in many forms. Advanced experience with Windows, MS Office (specifically Excel). Experience building computers and small networks.
- Knowledge of UPS Worldship and FedEx online shipment tools