

JESSICA CLAIRE

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Summary

Detailed-oriented individual equipped with administrative, organizational and customer service skills. Enhances operations with accurate record keeping and timely resolutions for diverse problems. Great at managing time in fast-paced environments. Strong background in distribution and supply management. Identifies and resolves problems in advance to promote smooth operations. Quick learner with advanced skills in database and word processing software.

Hardworking with 11+years background making valuable contributions, effective records maintenance and shipping coordination. Experienced and Highly organized and skilled in data entry and technical writing. Bringing aptitude for driving productivity and comprehensive understanding of professional shipment lifecycle.

Proactive Unloader with passion for workplace safety and solid background of superior performance in related roles. Demonstrating efficiency and safety, known for contributing to team objectives through hard work and collaboration.

Skilled in planning practical routes. Excellent coordination and communication skills used to develop positive professional relationships with carriers.

Skills

- Contents Verification
- Storage and Supply Management
- Order Checking
- Box and Container Packing
- Document Preparation
- Workflow Planning
- Conflict Resolution
- Pattern Recognition
- Problem-Solving
- Damage Identification and Reporting
- Records Management
- Forklift Operation
- Safety Compliance
- Target Area Checks
- FileMaker Pro
- Warehouse Management
- Database Maintenance
- Materials Movement
- Supply Chain Management
- Production Organization
- Bills of Lading
- Organization and Prioritization
- Product and Materials Sorting
- Quality Control
- Hazardous Materials
- Logistics Coordination
- RFID Tracking
- Data Documentation
- Materials Requisition
- Inventory Monitoring and Management
- Clear Communication
- System Updating
- Materials Handling
- Inventory Counts
- Critical Thinking
- Microsoft Office
- Time Management
- Delivery Scheduling
- Cleaning and Sanitizing
- Basic Mathematics
- Work Order Following

Experience

Aviation Supply Clerk, 06/2019 to 11/2021

Marley Spoon – Newark, NJ

- Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department.
- Performed inspections of shipment contents, verifying accuracy against invoices and manifests.
- Used different types Microsoft software to organize and maintain shipment records, supply totals and inventory data.
- Coordinated resolutions to independently handle damages, shortages and nonconformance.
- Worked with carrier representatives to handle shipping and delivery needs.
- Prepared shipments for postage through careful packing, sealing and labeling of materials.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Coordinated with carrier representatives to arrange and issue instructions for shipping and delivery of materials.
- Generated accurate work orders, bills of lading and shipping orders to manage accurate routing of materials.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.

Warehouse Associate, 10/2016 to 01/2018

Kroger – Wales, WI

- Safely and efficiently operate stand-up fork lift to perform duties such as stocking, pulling, and moving palletized components with in the OSI-OKC Piper facility
- Provide appropriate information for the inventory tracking system as necessary to maintain inventory accuracy
- Other Duties and Responsibilities : Support the maintenance of shop equipment
- Maintain a clean and safe work environment
- Effectively and efficiently use time to safely perform duties
- Complete all paperwork in required manner and time frame
- Demonstrate a willingness to learn new processes and embrace and support change
- Follow and support established HSE programs
- Operate shop equipment in approved manner
- All other duties and tasks as assigned
- Ability to identify part numbers and safely stock shelves
- Ability to manage multiple tasks and projects on a daily basis in a fast-paced manufacturing environment
- Ability to establish and maintain constructive working relationships with people
- Working knowledge of computer software packages such as MS Word, PowerPoint and Excel
- Ability to speak, write and read the English language
- Ability to work independently or as part of a team on a broad variety of projects
- Willingness to work additional hours in order to meet tight deadlines
- Qualification Requirements:
- Must obtain and maintain active Level 2 OSI-OKC Piper certification to operate a stand-up fork lift
- Physical Requirements:
- Ability to lift and carry up to 50 lbs
- Able to climb stairs
- Constant lifting, kneeling, bending, walking and/or standing
- Packed and labeled merchandise to prepare for loading and shipment to customers.
- Picked and prepared numerous daily shipments in controlled atmosphere warehouse environment.
- Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.
- Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.
- Used pallet jacks to move items to and from warehouse locations.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Received deliveries, scanned packages and updated orders in internal database.
- Examined packages and goods for damage and notified vendors of replacement needs.
- Identified safety hazards and notified management to determine proper resolution of issues.
- Compiled, sorted, and filed records of product orders, business transactions, and other activities.
- Reviewed inventory sheet against shipments received and alerted manager of discrepancies.
- Stored items in orderly and accessible manner in warehouse tool rooms, supply rooms, or other areas.
- Maintained records pertaining to inventory, personnel, orders, supplies or machine maintenance.
- Processed requests and supply orders and pulled materials to successfully prepare orders.
- Operated forklifts to fill or empty overhead spaces.
- Kept shelves, workstations and pallet areas neat and tidy to maintain safe work environment.
- Read computer-generated move tickets, put-away labels, and delivery labels to properly move merchandise.
- Collected stock location orders and printed requests to maintain inventory control.
- Filed requisitions for out of stock items and supplies
- Packed materials and items in designated crates and boxes and properly sealed and labeled crates.

Order Picker, 04/2011 to 01/2016

Medline Industries – City, STATE

- Use computers for various applications
- Fulfilled orders quickly to accomplish challenging daily objectives.
- Picked products from designated locations using various tools and transferred to appropriate areas for further processing.
- Picked up heavy objects using proper lifting techniques to avoid personal injuries.
- Selected products and items from shelves and pallets for customer orders.
- Operated warehouse equipment with caution and according to manufacturer instructions to reduce risk of accidents and malfunctions.
- Labeled boxes and placed in outbound collection areas.
- Limited damage to products and orders by using care when choosing items.
- Packaged fragile items with protective padding to prevent damages during shipments.
- Cleaned and organized aisles, work stations, and floors to promote operational productivity.
- Weighed and measured products and materials to meet regulatory requirements.
- Completed shipping paperwork, attached appropriate labels, and scanned barcodes for tracking.
- Confirmed items picked for orders by keying codes into system.
- Mentored newly hired employees on warehouse safety procedures and demonstrated proper operation of tools to avoid mishaps.
- Accepted, processed and filled orders quickly and accurately.
- Took custom orders from clients and provided accurate quotes.
- Pulled merchandise to fulfill orders to specification.
- Operated handheld scanners to track merchandise throughout fulfillment process.
- Kept assigned work areas clean and orderly to promote efficiency and mitigate risk of accidents.

Education and Training

Associate of general education: 12/2014

Oklahoma City Community College - Oklahoma City, OK

05/2010

Anatomy & Physiology Certificate: 01/2010

Medical Terminology Certificate: 05/2009

Certificate of Training-Nursing assistant, May 2009 Certificate of Completion- Long Term Care: 05/2009

Certified Nursing Assistant: 05/2009

01/2009

Metro Technology Centers - Oklahoma City, OK

Bronze Scal Award-attendance