

Collin Van Meter

2855 Joseph Circle • Oviedo, FL • 32765
(352) 818-7535 (mobile) • collindvm@gmail.com

Education

University of Central Florida (In Progress)

Orlando, Florida

B.S., Computer Science

August 2023 - Present

GPA: 3.5

Experience

Medek Health Systems

Mount Dora, FL

Shipping/Receiving Coordinator

August 2019 - May 2023

- **Analyzed** existing shipping processes, pinpointing inefficiencies and implementing cost-effective solutions to enhance accuracy, reliability, and overall operational efficiency
- **Fulfilled** high-volume orders by picking, packing, and shipping products using advanced shipping platforms (Stamps.com, UPS, USPS, ShipStation).
- **Coordinated** a small team during peak seasons (1,000+ daily orders), assigning tasks and ensuring smooth operations under tight deadlines.
- **Maintained** accurate inventory levels through regular stock audits and timely reordering of critical assembly components.
- **Provided** exemplary customer service by swiftly resolving inquiries and maintaining strong client relationships.
- **Utilized** bulk shipping software (including customs forms and BOL), CRM systems, and Google Workspace (Sheets/Functions) to streamline processes and enhance productivity.
- **Resolved** operational challenges by applying strong problem-solving skills and collaborating with cross-functional teams for continuous improvement.

Skills

- Process Analysis & Optimization
- Advanced Shipping Platforms (Stamps.com, UPS, USPS, ShipStation)
- Bulk Shipping Software (Customs Forms, BOL)
- Inventory Management & Stock Replenishment
- Customer Service & Issue Resolution
- Google Workspace (Sheets, Functions)
- CRM Systems
- Mechanical Assembly & Tool Use
- Team Leadership & Coordination
- Strong Written & Verbal Communication
- Problem Solving & Continuous Improvement