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To obtain a position in a challenging, team-oriented environment where I am able to utilize my skills and education to grow within a professional organization.

Work Experience

SUPPLY CHAIN CLERK AND LOGISTICS CLERK

Mueller Canada - Barrie, ON
October 2017 to October 2021

Responsibilities

OPERATIONS:

Managed inventory, placed and fulfilled stock/non-stock purchase orders, received and shipped inventory.

Created Bill of Lading's for each shipment.

Created Customs Invoices for each shipment, working closely with trade compliance.

Created and processed manufacturing work orders for the shop area in the warehouse.

Administered procurement functions, including estimating/quoting prices and sourcing product.

Approved transportation invoices.

Liaised with International team for International orders.

Offered support to sales manager and sales team by providing weekly log of open orders for numerous plants.

Expanded Cycle count program: Researched to determine the real root causes for any variances and developed a program to improve accuracy. Ensured final monthly counts are correct. Tracked and was responsible for giving other branches their daily cycle count items.

Tracked and reported deliveries; determining root causes for delays and corrective actions.

Assisted QC with returns.

Created SOPs

Participated in continuous improvement projects and Lean Manufacturing optimizations.

EHS:

Inputted environmental invoices into the system.

Oversaw warehouse, office, and building inspections.

FINANCE:

Invoiced all orders and product shipped at the end of each day.

Filing (receiving, BOLs

Scanning Accounts Payable to Tungsten.

Coding in Tungsten.

Gathered paperwork for Internal Audits.

Assisted with the weekly cheque run.

CUSTOMER SERVICE AND SALES REPRESENTATIVE

Northern Call Solutions - Cogeco - Barrie, ON

January 2015 to October 2017

Responsibilities

Responsible for sales in assigned areas; including initiating contracts, conducting sales, and identifying the needs of prospective customers.

Process credit checks, monitor and review customer billing records, prepare preauthorized payments.

Accomplishments

Responsible for achieving and exceeding sales targets 18 months as a top sales agent.

Received recognition from management for exceptional customer service.

Skills Used

Detail oriented with the ability to analyze and identify sales opportunities, troubleshoot and resolve customer issues.

Strong listening and communication skills Proficient in computer programs and easily able to learn new programs.

CUSTOMER SERVICE REPRESENTATIVE

Old Navy - Barrie, ON

October 2012 to November 2015

Responsibilities

Handled purchases and refunds; operated cash register, balancing till at end of the shift.

Accomplishments

Effectively able to work independently, under tight deadlines, and with minimal supervision.

Skills Used

Highly organized and self-motivated individual Exceptional time management.

PRACTICUM PLACEMENT

Law Office of D. L. Hoult - Barrie, ON

November 2011 to April 2012

Responsibilities

Prepared and keyed-in correspondence and legal documents, such as deeds, wills, invoices, affidavits and briefs.

Transcribed invoices, sales receipts, and related material from machine dictation and handwritten copy.

Answered telephone and electronic enquiries and relayed telephone calls and messages.

Accomplishments

Competently able to research a variety of fields, with a specialty in legal matters.

Determined and established office procedures.

Able to type documents at a speed of 85 wpm.

Skills Used

Proficient in filing, photocopying and faxing Answered phones and transferred calls.

Education

LAW CLERK

Georgian College - Barrie, ON

2010 to 2012

Skills

- Civil Litigation, Corporate Law, Criminal Law, Real Estate Law, Estates Law, Family Law, Criminology, Keyboarding Pro Deluxe 2, Microsoft Office, Documentation, PC LAW, LexisNexis, Teraview 6.1, QuickBooks Premier Edition
- Logistics
- Accounts Receivable
- Bookkeeping
- Accounts Payable