

# JESSICA CLAIRE

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## SKILLS

- Shipping coordination
- Cost controls
- Sales experience
- Loading and unloading inventory
- Safety and compliance
- Training and development
- Quality Assurance
- Package preparation
- Multitasking
- Troubleshooting
- Microsoft Office
- Reliable & trustworthy
- Quality control
- Shipping and receiving understanding

## EDUCATION AND TRAINING

**PJ's College of Cosmetology - Plainfield**  
Plainfield, IN • 05/2001

**Cosmetology License** : Hair, Nails, And Skin.

**Monroe-Gregg High School**  
Monrovia, IN • 05/2001

**High School Diploma**

**Vu Aviation Technology Center**  
Indianapolis, IN  
A&P License

## SUMMARY

Responsible Receiver skilled in merchandising, customer service and sales support. Applies knowledge, abilities and hardworking mentality to every job. Eager to provide trustworthy, verified material and distribution. Skilled with eyes for details with top-notch critical thinking abilities and a self-motivated nature. Trusted, focused, and versed in shipping and receiving.

## EXPERIENCE

**Oregon Tool - Sap Receiver**  
*Portland, OR • 09/XXX1 - Current*

- Compared shipment contents with paperwork to support inventory accuracy and records management.
- Helped reduce loss and maintain facility compliance by upholding requirements for controlling inventory, updating documentation and tracking movements.
- Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues.
- Checked customer orders, labeling and documentation prior to shipment to avoid delays.
- Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department.
- Documented damaged, inaccurate or missing products and reported to management.
- Received deliveries, scanned packages and updated orders in internal database.
- Opened and inspected packages received and routed to merchandise stocking or requisitioning department.
- Coordinated multiple receiving and warehousing operations simultaneously without sacrificing quality and supported outgoing shipping in response to observed needs.
- Organized deliveries by sorting and stocking receivables
- Compared bills of lading against actual merchandise received, inspected for damaged goods and coordinated distribution to correct departments.
- Coached new staff preparing outgoing and receiving incoming shipments.
- Logged inbound and outbound discrepancies for wrong products, incorrect quantities and damages.

**Amazon Workforce Staffing - Material Handler**  
*Watchung, NJ • 01/2017 - 12/2018*

- Organized warehouse inventory according to warehouse plan.
- Loaded completed orders on pallets according to delivery numbers.
- Observed inventory allocation to maintain material needs and production deadlines.
- Protected company inventory by maintaining and organizing storage areas.
- Utilized forklift to move inventory items.
- Disposed of debris and hazardous materials properly to avoid contamination.
- Developed and maintained strong working knowledge of products and handling requirements.
- Mastered inventory standards, warehousing and stocking procedures, radio frequency technology and order picking and tracking.
- Completed material handling documentation tasks via radio frequency, scanning where possible and avoiding manual keying.
- 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.
- Limited damage to products and orders by using care when choosing items.
- Cleaned and organized aisles, work stations and floors to promote operational productivity.
- Achieved productivity and accuracy standards to meet company guidelines.
- Confirmed items picked for orders by keying codes into system.
- Kept work areas clean, neat and organized for optimal productivity and worker safety.
- Used forklifts, pallet jacks, hand trucks and overhead cranes to move items throughout facility.
- Read orders to obtain item numbers and located merchandise in bins or on shelves.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Maintained clear aisles during restocking to avoid hazards and promote guest convenience.
- Designed organization system for special customer part items in warehouse, streamlining package storing procedures to decrease downtime.
- Read tickets accurately to pick out important information and correctly complete orders.
- Assisted with inventory management by conducting regular cycle counts and product audits.
- Selected items from bins, scanned tags with tracker and loaded onto cart.

**Carlisle Companies Inc. - Package Sorter**  
*Annapolis Junction, MD • 05/2016 - 06/2017*

- Marked and labeled containers with accurate shipping information to prevent delays.
- Reviewed packing slips and other documentation to properly box requested items for shipment.
- Detected work-piece defects and machine malfunctions, maintaining apparatus to prevent future issues.
- Manipulated controls to set, activate and adjust mechanisms on machinery.
- Operated conveyor, stacker and loader equipment, observing safety features to avoid accidents.
- Transported materials from conveyor for quality assessment and processing.
- Turned valves and dials of machines to regulate pressure, temperature and speed and feed rates.

**Geodis - Order Management Specialist**  
*City, STATE • 06/2016 - 01/2017*

- Managed intercompany material transfers across program repair facilities, and monitored through pick, inspect, pack and ship processes.
- Monitored stock, maintained company inventory and managed client information in computer databases.
- Reported incomplete and incorrect orders to supervisors and verified client information.
- Facilitated team communication and adhered to deadlines and quality assurance standards.
- Provided tracking details and resolved problems for customers.
- Read and understood pick sheets in order to prepare accurate customer orders.
- Operated handheld scanners and computer terminals to document updates.
- Used equipment such as forklifts and hand trucks to move inventory.