
Cleo Johnson

Minneapolis, MN 55411

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Experience:

Shipping Clerk

R&D Systems - Minneapolis, MN

Dec 2022 to Present

- Order Picking
- Process, pack and ship orders according to purchase orders
- International and domestic shipping
- UPS, Fedex, DHL, Freight/LTL shipments and associated software
- Handle issues arising in shipping or inventory handling
- Adhere to all company policies and operating procedures
- Medical product kit assembly
- Cross-training in various tasks

Logistics Coordinator

MyTana Manufacturing - St Paul, MN

November 2021 - 2022

- Material procurement, allocation, control
- Shipping & Receiving

Shipping and Receiving Clerk

Dalco Enterprises - New Brighton, MN

September 2017 to 10/31/2021

- Shipping & Receiving
- Order Picking/Forklift
- Will Call fulfillment/Customer Service
- Shipping (UPS, FEDEX, SPEEDEE, LTL, Courier, Will Call, Customer Service)
- Hazardous materials documentation, international shipping, invoicing/BOL
- Inventory management

PHP Developer

Greatmoods.com - Mendota Heights, MN

2012 to 2018

- Developed and maintained PHP scripts, leveraging JavaScript/AJAX for dynamic client-side functionality.
- Wrote efficient MySQL queries and managed the database to ensure optimal performance and data integrity.
- Successfully maintained multiple websites, implementing updates and enhancements to meet evolving business needs.
- Devised innovative solutions for various programming challenges, demonstrating problem-solving abilities.
- Assigned programming tasks, coordinated with team members, and provided technical guidance and support.
- Managed data migration and ensured continuous updates of the corporate website to reflect latest information.
- Provided training and support to internal and external customers, ensuring smooth adoption of new features and technologies.
- Conducted testing and resolution of web applications, communicating with users to gather feedback and address software defects promptly.
- Implemented code fixes and documented design changes to meet new requirements and improve application functionality.

Web Developer

BivBiz LLC - Minneapolis, MN

2013 to 2014

- PHP, MySQL, JavaScript, HTML, CSS

- Deploy application changes to Test, Staging, and Production environments
- Created and launched social media campaigns
- Project Management
- SEO management

Shipping Clerk

ExpressPoint Technology Services - Golden Valley, MN
2009 to 2012

- Unpack, verify and receive product; locate and distribute material upon request
- Maintain accuracy of inventory order data, adhering to organizational work process and ISO standards
- Apply documented process to daily activities
- Complete and/or create reports from data provided in contracts, purchase orders, and invoice requisitions
- Perform issue transactions on inventory management systems and cycle counts to cycle count schedule
- FedEx, UPS, DHL, Clipper Ship, SAP

Warehouse Worker

Allied Transfer - Roseville, MN
2006 to 2008

- Received and counted stock items; packed and unpacked items to be stocked on shelves in warehouses
- Operated forklift to load and unload trucks according to delivery schedules; stage product for shipment

Commercial Driver

Couriers - Minneapolis, MN
2004 to 2006

- Operated truck on local delivery routes through the twin cities metro area; clean driving record
- Maintained logs of working hours or of vehicle service or repair status, following state and federal regulations

Journeyman Finisher
Haas Multiples - [City, State]
1998 to 2004

- Applied custom finishes of all types on various materials and performed color mixing and matching
 - Supervised finishing department employees and provided recommendations for materials to be used
 - Maintained inventory and vendor relations
 - Participated in project management sessions and reported status of projects
 - Coordinated with designers and account managers to keep projects on task
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Education:

A.A.S in Web Programming and Database Development
Dunwoody College of Technology - Minneapolis, MN

2011

Skills

Communication & Leadership:

- Strong verbal and written communication skills, facilitating effective collaboration and problem-solving.
- Protagonist personality type (ENFJ-A), demonstrating leadership qualities such as empathy, charisma, and motivation.
- Effective team player, able to delegate tasks, provide support, and foster a positive work environment.

Technical Skills:

- Programming Languages: PHP, C#, Java, JavaScript (Node.js, React.js, Next.js)
- Database Programming: SQL, MySQL, MongoDB
- Markup/Scripting: HTML/XHTML, XML, CSS (Tailwind CSS)

- Experience with modern web development technologies including Node.js, React.js, Next.js, and MongoDB. Familiarity with Tailwind CSS for efficient and responsive styling.
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