

# NOAH WILLIAMS

## Order Entry Processor

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### PROFESSIONAL SUMMARY

With over 5 years of experience in order processing, I excel in managing order workflows and ensuring precise fulfillment. My expertise includes optimizing inventory management and enhancing operational efficiency. I am dedicated to delivering exceptional customer service while maintaining accuracy in all tasks. I look forward to leveraging my skills to drive success within a dynamic team environment.

### WORK EXPERIENCE

**Order Entry Processor** May / 2021-Ongoing  
Pineapple Enterprises Santa Monica, CA

- Processed incoming sales orders efficiently, reducing backlog and ensuring timely fulfillment.
- Collaborated with the Warehouse and Installations Departments to ensure accurate order support.
- Accurately processed change order requests to meet customer needs.
- Communicated inventory needs effectively to the Purchasing Department to maintain stock levels.
- Gathered and clarified missing information to complete order processing.
- Conducted regular stock checks to ensure inventory accuracy.
- Entered detailed information from flooring orders and take-offs into the system.

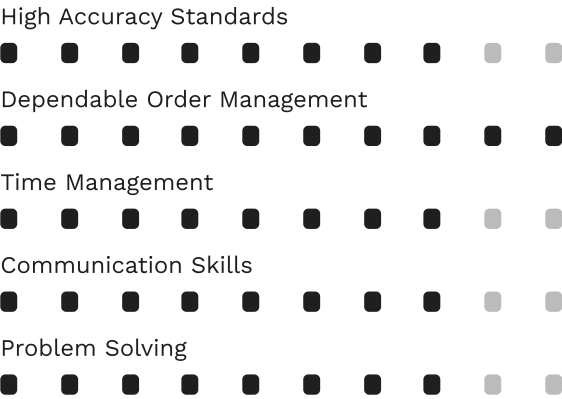
**Order Entry Processor** May / 2020-May / 2021  
Cactus Creek Solutions Phoenix, AZ

- Investigated and resolved orders missing critical information for completion.
- Calculated prices and discounts, preparing contracts and invoices accordingly.
- Coordinated scheduling and dispatching of personnel and equipment for timely service delivery.
- Managed incoming and outgoing job orders through effective shipping and receiving processes.
- Ensured adherence to testing procedures and created internal documentation for quality assurance.

### EDUCATION

**Associate of Applied Science in Business Administration** May / 2019 May / 2020  
Springfield Community College Portland, OR  
Focused on business processes, management principles, and operational efficiency.

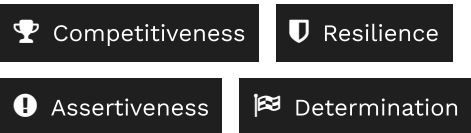
### SKILLS



### INTERESTS

- Birdwatching Cycling  
Woodworking Puzzle Solving

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- Reduced order processing time by 20% through workflow optimization.
- Achieved a 98% accuracy rate in order fulfillment over 5 years.
- Implemented a new inventory tracking system that decreased stock discrepancies by 30%.