

Order Fulfillment Associate

ROBERT SMITH

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Objective

To utilize my knowledge, skills, and experience for enhancement of the vision a human services organization whose aim is to serve the community through mission-focused goals.

Skills

Inventory Control, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Typing 40 Wpm, Filing.

Work Experience

Order Fulfillment Associate

ABC Corporation - 2015 - 2015

- Perform a variety of fulfillment duties such as pulling customer orders, checking orders, packing/assembling orders, and labeling packages.
- Verify quantity, weight, and accuracy of items to stated identifications.
- Check orders for accuracy and completeness, such as matching shipping label with invoice number.
- Relocated products using pallet jacks.
- Picked customer orders. Packed and shipped customer orders.
- Received inventory and confirm contents/quantity.
- Adhered to strict safety, quality, and fulfillment production standards.

Order Fulfillment Associate

Delta Corporation - 2012 - 2015

- Gather online orders, will-call orders, and delivery orders accurately using any equipment Im .
- Load these orders when a customer or delivery truck arrive.
- Create the orders if the customer needs further assistance.
- Keeping customers updated on product order and delivery status .
- Pprioritizing orders and ensuring merchandise is delivered to customers in perfect .
- Troubleshoot problems to resolution.
- Understand all aspects of fulfillment/production.

Education

High School Diploma