

ROBERT SMITH

Order Fulfillment Associate

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SUMMARY

Seeking a Order Fulfillment Associate position with an growing company that provides an outstanding career opportunity along with a rewarding work environment and a winning team that will fully utilize order management skills.

SKILLS

Microsoft, Type 45 Wpm, Computer, Active Listening, Fullfillment, Order Management.

WORK EXPERIENCE

Order Fulfillment Associate

ABC Corporation - November 2011 – December 2011

- Performed production duties as needed pick/pack orders, receive/stow product, ensure inventory accuracy, and unload/load trucks at or above the rate expected for each task.
- Assisted Area Manager in the daily management of department/FC duties, including allocating labor, leading meetings, assigning job duties, coaching, training, and communicating with internal and external suppliers.
- Demonstrated positive work attitude and leadership skills.
- Pull and organize merchandise from the shelves to the front end for customer pickup.
- Ensure delivery trucks are properly loaded and documented.
- Scan orders, count out big numbers, stand for 8 hrs, put labels on returned items, put away shipment.
- Consistently adhere to all company policies and procedures in a professional and respectful manner.

Order Fulfillment Associate

Delta Corporation - 2006 – 2011

- Fulfilling orders for a fast growing cosmetic company.
- Answer/make telephone calls, provide excellent customer service, place special orders, schedule installation quotes, and perform transactions.
- Properly slid products in a MOD before reaching the belt in a fast pace environment.
- Staying goal focused during busy and pressing times and when faced with stressful situations.
- Found product needed to fill MOD when product was unavailable.
- Excellent communication skills- able to coach, train and assist team members.
- Thinks outside of the box; searches for innovative solutions.

SCHOLASTICS

- High School Diploma