

Robert Smith

Order Fulfillment Associate

PERSONAL STATEMENT

To obtain a Order Fulfillment Associate position where professional and organizational skill sets can be challenged, additional skills can be obtained while positioning oneself for career advancement.

WORK EXPERIENCE

Order Fulfillment Associate

ABC Corporation - May 2016 - October 2016

Responsibilities:

- Responsible for forecasting, scheduling, and maintaining lead times of material (cables, antennas, accessories).
- Responsible for maintaining safety stock and min-max levels, re-order points, MRP forecasted demand in order to reduce lead times while at the same time reducing excess inventory exposure.
- Entered and generated sales orders into the system and creating pick sheets for local distribution centers.
- Created and processed customer orders, work orders, shipping orders, and/or requisitions to determine items to be moved, gathered, or distributed and/or shipped for the fulfillment of orders.
- Analyzed new orders, and schedules / promised ship dates, and also provides timely accurate procurement reports.
- Leveraged dashboarding report to aid in managing Materials & Forecast.
- Interacted directly with other regional sourcing/supply chain Managers in the development and management of enterprise-wide sourcing and supply chain strategies.

Order Fulfillment Associate

Delta Corporation - 2012 - 2016

Responsibilities:

- In this position I was filling online orders.
- Was working in a warehouse with boxes running on conveyer belts.
- Would be wearing a headset and scanner which instructed me to pick a certain item and quantity and place them in the moving boxes.
- This was a fast paced environment in which I learned and succeeded very quickly.
- Assist with refunds and exchanges.
- Work alongside our warehouse and store team.
- Ability to distinguish the difference between usable/non-usable.

Education

Business Management - 2015(University of Phoenix-Online Campus - Flint, MI)

CONTACT DETAILS

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www.qwikresume.com

SKILLS

MIOSHA Trained,
Microsoft Office,
Customer Service
Experienced, Retail
Experienced, Cpr
Certified.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)