

Order Fulfillment Associate

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,
Alabama

Objective

As an Order Fulfillment Associate, responsible for ensuring that customer orders are pulled and processed in an accurate manner within expected productivity guidelines. Experience as a Receiving Associate with strong attention to detail and be able to perform a wide variety of job tasks, both on the sales floor and in the receiving area as business needs dictate.

Skills

Microsoft Office: Word, Money Handling, Child Development, Animal Care, Stocking, Customer Service.

Work Experience

Order Fulfillment Associate

The Home Depot - May 2016 – 2020

- Delivered customer merchandise to job site or home in the store delivery truck as needed.
- Resolved inventory availability issues related to fulfilling customer orders.
- Assisted the Special Service Desk as needed.
- Prepared quotes and finalizing orders for customers.
- Processed customer purchases and returns through the cash register.
- Released and receive rental equipment to and from customers.
- Answered phones and resolved customer service issues.

Order Fulfillment Associate

Delta Corporation - 2012 – 2016

- Designed an efficient administrative system for live and completed orders, which greatly reduced administrative clutter and put the company in .
- Received 15 calls per day and fulfilled 20 orders per day.
- Recorded 2 events per month.
- Place and pack customer orders.
- Meet daily productivity.
- Special Services -fulfill online customer orders -customer care and service -cashier -commercial accounts order fulfillment and shipping -export .
- Select items from order manifest to prepare for packing and shipping Pack orders according to proper procedure Maintain a safe and clean work .

Education

GED - 2015(Mira Costa Community College - Oceanside, CA)