

# Robert Smith

## Order Fulfillment Associate

### PERSONAL STATEMENT

Seeking a management Order Fulfillment Associate position that will utilize my years of marketing, project management, and business experience for a company in which I can fulfill my career goals.

### WORK EXPERIENCE

#### **Order Fulfillment Associate**

**ABC Corporation - September 2015 - December 2015**

##### *Responsibilities:*

- Helped the shipping department with packing the merchandise and sending it out.
- Inspected various printed materials for typos, defects flaws, and blemishes and order reprints as necessary.
- Returned merchandise to stock as needed.
- Responsible for filling orders against customer specifications. Scan and label invoices, Pick and pack product, Verify correct amount for shipment Lead.
- Partnered with the sales organization to drive order closure.
- Assist with backroom organization by removing and replacing product, fixtures, and other equipment in a safe and organized manner
- nsured compliance with published sales and business approval policies. Be a sales advocate & partner to internal organizations to understand contract requirements.

#### **Order Fulfillment Associate**

**Delta Corporation - 2013 - 2015**

##### *Responsibilities:*

- Processed customer orders.
- Verified order accuracy.
- Audit Totes Fulfill Store Orders Data Entry Maintain Freight Inventory Replenishment.
- Maintained and was responsible for all of the customer online orders and deliveries for the next day.
- Made sure that each and every one of the orders was complete to the customers satisfaction.
- Count quantities needed to complete each order by hand.
- Fulfillment input separate pieces of each order into the computer system until every item of the order is printed and ready for shipment.

### Education

High School Diploma - (Ysleta High School El Paso - El Paso, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Customer Service, MS  
Office, Order Fulfillment.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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