

LIAM ANDERSON

Order Processing Specialist

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PROFESSIONAL SUMMARY

Detail-oriented Order Processing Specialist with 5 years of experience in efficient order management, inventory control, and customer service. Proven ability to streamline processes and enhance operational efficiency.

WORK EXPERIENCE

Order Processing Specialist Jan / 2021-Ongoing
Pineapple Enterprises Santa Monica, CA

1. Operated order management systems to ensure accurate and timely order entry.
2. Reviewed product specifications to guarantee correct order processing and assembly.
3. Maintained detailed logs of customer interactions and order statuses.
4. Processed credit card transactions securely and efficiently.
5. Managed all aspects of order fulfillment, including shipping and delivery coordination.
6. Oversaw inventory levels and assisted in stock management and replenishment.
7. Trained new staff on order processing protocols and system usage.

Order Processing Specialist Jan / 2020-Jan / 2021
Lakeside Apparel Co Chicago, IL

1. Ensured timely processing of orders to meet customer expectations.
2. Utilized powered equipment for efficient order picking and packing.
3. Prepared shipments by shrink-wrapping and loading products onto delivery vehicles.
4. Operated pallet jacks for safe and effective material handling.
5. Consistently exceeded weekly order picking targets by 15%.

EDUCATION

Bachelor of Science in Business Jan / 2019-Jan / 2020
University of Phoenix Seattle, WA
Focused on supply chain management and operations.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS

- Sincerity Stability
- Stewardship Teamwork

LANGUAGES



ACHIEVEMENTS

- Reduced order processing time by 20% through improved workflow.
- Achieved 98% accuracy in order fulfillment over 5 years.