Order Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Currently overseeing receiving and shipping department. This also includes inventory for the warehouse. Knowledge of international shipping using traiff codes. Managing decision in work flow. Worked with different types of Order management systems and RF guns.

Skills

Shipping, Receiving, Production, Assembly, Customer Service.

Work Experience

Order Specialist

ABC Corporation - 1999 – 2006

- Dispatched orders for 10 assembly lines.
- Assigned employees to their lines and supervised workflow.
- Participated in counseling sessions with difficult employees and write-ups.
- Worked closely with other departments to ensure we received the product needed to fill orders.
- Managed a staff level that exceeded 100 team members.
- Supported the buying and replenishment teams.
- Processed purchase orders and ensured the arrival date would meet the needs of the business.

Order Specialist

Delta Corporation - 1994 – 1999

- Owner and operator of an online co-op.
- Research products, advertise, take orders, take payments, place orders, and ship orders to the correct customers.
- Supported the buying and replenishment teams Processed purchase orders and ensured arrival date would meet the needs of the business.
- Review and upload Electronic Data Interface (EDI) Defense Logistics Agency orders into Oracle using an upload tool.
- Maintain and update all info needed on booked EDI DLA orders, including added lines, CRD updates, and ship to address changes.
- Research any product or pricing discrepancies.
- Ensure all file submission deadlines are met.

Education

College Graduate In Information Technology - 2009(Florida Career College - West Palm Beach, FL)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines