Inventory Picker

ROBERT SMITH

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Objective

7+ years of experience as a Picker. Looking to obtain a Customer Service position that will allow me to enhance and exercise my positive people orient skills while learning marketing skills and gaining experience for accomplishing the goals of the company.

Skills

Communications, Multi-Line Phone System, Peoplesoft, Problem Resolution, Energetic and Attractive Performance, High Motivation, Creative Problem Solving, and Ability To Make Conversation.

Work Experience

Inventory Picker

ABC Corporation - November 2015 – Present

- Take picking orders from supervisors and attempt to find products in Amazon warehouses.
- Checking the product to ensure that it is in proper working condition and is not damaged.
- Isolating damaged items to a predefined marked area and report it to supervisors.
- Ensuring that the quantity specified is picked by counting it several times before taking it to the packing pallet.
- Transporting items to packing pallet and pack them in specified containers.
- Ensuring that package information is recorded manually first and then punched into the database system along with its status.
- Transporting packed materials to the shipment pallet using hand equipment or forklifts.

Secretary/Customer Service Representative

ABC Corporation - May 2012 – October 2015

- Prepared and organized paperwork and other materials as needed for meetings, conferences, and expenses reports.
- Composed, typed, and distribute meeting agendas and minutes, routine correspondences and reports.
- Established the administrative work procedures for tracking staffs daily tasks.
- Kept records of customer interactions and actions taken, including transactions, comments, inquiries, and complaints.
- Supplied customers with written responses and information and followed up on customer communications.
- Wrote and kept accurate records of discussions and correspondence with customers.
- Kept ahead of technology developments by attending professional courses.

Education

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Certificate - January 2013(Blong Technology Center - Davenport, IA)A.A. in Communications Media - January 1992(Scott Community College - Scott, IA)Mechanical Engineering - (Chattanooga State)

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