

Order Processor

ROBERT SMITH

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Objective

Accomplished and energetic Order Processor with a solid history of achievement in shipping and parking. Motivated leader with strong organizational and prioritization abilities. To utilize and expand my knowledge of logistics and transportation. Seeking to gain employment where my skills will be a challenge and where new learning opportunities will be made readily available.

Skills

Bilingual, Customer Service, Pricing, Detail Oriented, Cashier, Stock, Data Entry, Keyboarding, Multi-Tasking

Work Experience

Order Processor

ABC Corporation - May 2013 – July 2016

- Routes orders received by Order Processing Department.
- Processes orders with all critical information necessary to produce the label to customers specifications.
- Reviewed orders received for accurate pricing, spelling, and other information.
- Contacted customer to confirm missing or additional information on orders and quotes (such as quantity and ink color).
- Prepared and ensuring the completeness of order jacket and submits to QA.
- Answered incoming telephone calls regarding Order Processing orders or inquiries regarding items and availability of those items.
- Entered customers specific quote request into the computer, emails, or auto faxed quote to customer.

Junior Order Processor

ABC Corporation - January 2011 – May 2013

- Effectively performed data entry and verification of customer orders using current Timberlake SOPs.
- Developed and maintained a proficient working knowledge of Maestro, Order Billing System (OBS), Quality Management Systems (QMS) and other AWC proprietary systems.
- Pre-called customers for delivery verification. Created vendor POs.
- Confirmed delivery and installations dates. Rescheduled as needed.
- Identified and communicated builder change notices. Updated primary install task related to builder changes.
- Developed an extensive knowledge product base. Resolved customer related issues.
- Assisted in obtaining purchase orders and EPOs per policy.

Education

Culinary Science - 2011(LeCole Culinaire - Memphis, TN)Associate Of Applied Science in Applied Science - 1999(Augustana College)