

## SHIPPER-VAULT BULLION

### Summary

Shipping Clerk with broad background, including management, customer service and general warehouse operations. Vast experience in all aspects of loading and transporting materials.

### Highlights

Shipping software for UPS,UPS,and Fed Ex. Microsoft outlook,some Exel, some AS400,.RF Guns.Inventory control procedures

- Inventory tracking
- Scheduling
- Shipping and receiving
- MS Office proficient
- Outstanding communication skills
- Retail inventory management
- Meticulous attention to detail
- Strong problem solver
- Strong interpersonal skills
- Invoice processing
- Filing and data archiving
- Order processing
- Spreadsheet management

### Accomplishments

#### *Customer Service*

- Researched, calmed and rapidly resolved client conflicts to prevent loss of key accounts.

Recorded numbers of units handled and moved, using daily production sheets or work tickets.

#### Experience

Shipper-Vault Bullion 10/2008 ÷ 07/2015 Company Name City , State

- Shipping high valued amounts of Gold/Silver/Custom Coins shipping to online and other customers.
- Packaging product in a accurate manner and ship it USPS or Fed EX.
- Correct any discrepancies that may accrue at last quality check points.
- Being sure all work areas are organized with stock and clean.
- Meeting deadlines for special events for our customers.
- Taking on new tasks as they are needed.
- Cycle Counts to ensure proper Inventory levels.
- Manged Selected products for specific routes according to pick sheets. areas of BSA,AA, and National Park Medallions.Conducted monthly, quarterly and yearly inventories of warehouse stock.

Order Manager 08/2006 ÷ 10/2008 Company Name City , State

- Organized and located inventory and updated store spreadsheets.Upheld stock levels and proper pricing for multiple product lines.Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.
- Printed out all orders from customers and organized them for effective work flow for pullers to assure on time shipments and customer pick ups.
- Used 8 HP Printers and maintained as scheduled.
- Pull Large account product as to their vendor compliance's.

Retail Shipper 01/2000 ÷ 08/2006 Company Name City , State

- Reviewed new customer orders and requests and manually entered data into a centralized database.
- In TBS Retail Shipping, my responsibility is communication between retail and shipping.
- Added responsibilities in invoicing department include learning CMT (Annie) program, numeric filing, Microsoft Outlook, and using a scanner for document entry.
- I have learned virtually every aspect of Shipping and TBS Shipping departments for Tommy Bahama.
- Reconciled daily inventory in Retail-Excel for 64 Retail Stores.Manually created shipments, assigned carriers and dispatched shipments.
- Acted as a liaison between logistics, carriers and customers.
- Coordinated returns between origin and interim transportation departments.
- Produced bills of lading and updated shipment status information.
- Prepared invoices for all customers in the logistics department at the end of every month.

Personal Shopper 01/1998 i¼ 01/2000 Company Name City , State

- Using RF Gun to puller customer orders with accuracy and pulling the best products for same day deliveries to customers front door or work place.
- Handled products and equipment in accordance with safety and sanitation guidelines.Fulfilled special order requests, including special occasion cakes and party platters.
- Safely used knives, scales, wrappers, compactors, garbage disposals, pallet jack and hand trucks.
- Organized and positioned product cases in produce warehouse and walk-in cooler.Complied with health and sanitation practices and procedures.
- Monitored UPC codes.Managed inventory to achieve targeted levels of product.
- Managed a sampling program to introduce customers to new products.Offered product samples, answered questions and suggested products.Consistently received a 100% rate of customer satisfaction.

DISTRIBUTION SPECIALIST 01/1997 i¼ 01/1998 Company Name City , State

- Responsible for picking orders from invoices, accounting of and fixing any discrepancies as a Quality Assurance Checker.
- I Also maintained a great accuracy record.
- Preparation of work for shipping (repacking, label & routing merchandise).
- I gained organization skills as well as processing skills.

DEPARTMENT SUPERVISOR Oct 01/1995 i¼ 01/1996 Company Name City , State

- Responsibilities included management of "Kids Corner" "Personal Care" and.
- Organization" departments, supervising department employees, making schedules,.
- merchandising freight, coordinating with Corporate office on merchandising.
- and promotional sales, as well as training of new employees.

Education

1989 Diploma : Phoenix Sr. High - General Studies City , State , usa GPA: at Phoenix High School 1985 Sep - 1989 Jun Received Deans Award  
GPA: 3.0

3.5 GPA

Receiver of the Dean's Award

Affiliations

Volunteered at the Edgewood Food Bank 2006-2008

Personal Information

I expect dependability from myself. I seek out responsibility and have excellent work habits. I adapt

to new situations and

tasks easily. Outstanding interpersonal skills allow me to get along well with virtually all of my co-

workers.

Additional Information

- PERSONAL CHARACTERISTICS I expect dependability from myself. I seek out responsibility and have excellent work habits. I adapt to new situations and tasks easily. Outstanding interpersonal skills allow me to get along well with virtually all of my co- workers.

Skills

Some AS400, Basic Computer, Fax Machine, Hand Trucks, Inside sales, Keeping Inventory levels Managed, Inventory Control, invoicing, Lotus notes, Merchandising, Exel office, Microsoft Outlook, Windows 7,, Numeric Filing, Organization skills, Packaging, Training New Employees, Supervisor of 12 Employees, Phone Systems, Printers, Quality Assurance, Receiving, Retail Sales, Routing, Scales, Scanners, Shipping, some UCC knowledge. Preparing Shipping Documents Bills of lading, LTL scheduling.