

# MERSEAN FELDER

636 Norfolk Avenue, Buffalo, New York 14215

Home: 716-538-7939 - mfelder09@gmail.com

## PROFESSIONAL SUMMARY

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Resourceful and quick-thinking Shipping Coordinator with 5 years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills.

## SKILLS

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- CTP process knowledge
- Hard working and self-motivated
- Troubleshooting
- Shipping and receiving
- Self-motivated
- Assembly line production
- Production procedures
- Microsoft applications skills
- Interpersonal skills
- Basic math and measuring aptitude
- Effective at multi-tasking

## WORK HISTORY

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02/2010 to Current

### SHIPPING COORDINATOR

ITT ENIDINE INC. – Orchard Park, NY

RESPONDING TO CUSTOMERS OR SHIPPERS QUESTIONS, AND IN SOME CASES COMPLAINTS. PROVIDING ROUTING INFORMATION GIVING SHIPPING INSTRUCTIONS TO ENSURE DELIVERIES ARRIVE ON TIME.

07/2007 to 11/2009

### GUILLOTINE MACHINE OPERATOR

ASHTON-POTTER – Williamsville, NY

SET UP MACHINES THAT SLICE PAPER SHEET POSTAL STAMPS INTO BOOKLETS. VERIFY SETUPS, AND MAKE ANY NECESSARY ADJUSTMENTS.

04/2001 to 09/2006

### CONSTRUCTION LABORER

J AND C CONSTRUCTIONS – Buffalo, NY

REMOVED TREES AND DEBRIS, UNLOADED AND LOADED MATERIALS. ASSIST IN BUILDING STRUCTURES RESIDENTIAL SITES.

## EDUCATION

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2001

### GED: GENERAL STUDIES

E.O.C. - Buffalo, NY

## CERTIFICATIONS

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CERTIFIED FORK LIFT OPERATOR 2012