

Sharonda Woods

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WORK EXPERIENCE

Shipping Clerk

Neopost inc - Memphis, TN - December 2013 to Present

Responsibilities

Transfer an Picking product in an out of locations. packing customers parts assuring they receive correct quantity an quality before processing labeling an shipping out. Using SAP system to prepare the correct shipping address an carrier service for customers to receive there product on the desired shipping day. Reassuring parts ship out correctly by Neopost an stock an stage product saved into sap data. Multitasking, Balancing priorities and Functions completely when necessary. Preparing all important shipping cost weight an boxes information on customers invoices. emailing inventory control do to damaged an incorrect count product errors and cancelling customers orders using sap reserved bins information.

Skills Used

Sap system, Picking, Transferring locations, Forklift operating
Certified forklift driver

International shipper

Nu Horizons\Arrow Electronics - Southaven, MS - August 2008 to December 2013

Responsibilities

Working in a unsupervised department. file documents after processing shipments using Spreadsheets as well as filing cabinets an internet access. keeping track of all data incase of a customer discrepancy. Entering data information for international shipments using FedEx,DHL,UPS, systems labeling measuring an weighing boxes for processing handling fees an Quotes using prepay and Add methods for customers without accounts. Faxing an preparing commercial invoices for all customers who request. Using freight routing guide for International an Domestic shipments on scheduled days. Scheduling pick ups filling out Bill of lading for all LTL pallets over weighing limit. processing customers product reading an following all instructions before preparing shipments. Using collect prepaid and third party accounts an discounts at a lower rate to attract more customers. Using strong detailed skills to unsatisfied customers through phone or Email.

Skills Used

Fork lift operator, Reach Lift, Pallet jack,
Splitter of Electronic parts
AS400
RF Scan gun
Consolidator
Microsoft office
Windows 7

Receiving Clerk

Kelly services - Memphis, TN - July 2007 to August 2008

Responsibilities

Packager of Sports Apparel Inventory Cycle Count Packaging and labeling before boxing up shipments. Helping with special projects during regular hour shifts and peak season.
Scanning merchandise assuring quantity received correctly.

Summer Camp Teacher

Alpha Christian Academy - Memphis, TN - May 2007 to August 2007

Responsibilities

Monitoring children of the ages 4-6 during the summer. preparing meals. assisting other summer camp instructors in a clean and safe environment. Providing supervisory for each class that assigned each day a week during the summer break.

Skills used

Multitasking

Cashier/Customer Service

McDonalds - Memphis, TN - August 2005 to May 2007

Responsibilities

Cashier Cook Stock shelves Assisting Customers

Skills used

Providing satisfying customer service

EDUCATION

Business Administration Accounting

National College of Business and Technology - Memphis, TN
2014 to 2016

High School diploma in Child Development

Germantown high school - Memphis, TN
2005 to 2007

SKILLS

Word Processing, Spreadsheet, Multi-Media, Email, Database, Computer Operations and Concepts, Microsoft
(9 years 11 months)

ADDITIONAL INFORMATION

References

Karen Sanders

Shipping Supervisor, Nu Horizons Electronics Corp.
(662)812-9155

Professional

Lisa Bennett

Receiving Supervisor, Nu Horizons Electronics Corp.

(662) 280-0400 ext 202
Lisabennett@arrow.com

Professional