

Aisha Willis

Quality Control
Technician

Contact

Address

Chandler, AZ 85226

Phone

6304858748

E-mail

cammile99@gmail.com

Skills

Order picking and
processing

Warehouse Logistics

Shipping and receiving

Quantity calculations

Attention to Detail

Quality control

Flexible and Adaptable

Problem-Solving

Entry-level Data Entry and Quality Control Tech with dedication to promoting productivity.

Highly familiar with professional shipment processes with 2 years of experience. Proficient in technical writing, recordkeeping and interdepartmental coordination. Proficient in use of industrial equipment for material circulation. Deliver accurate record verification and maintenance. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work History

2023-03 -

2023-04

Shipping and Receiving Clerk

Frontier Group, Chandler, AZ

- Conducted counts and audits of inventories to identify and resolve discrepancies in records.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Completed basic mathematical calculations to check weights and dimensions of shipments.
- Drafted and managed work and shipping orders, bills of lading, and shipping route materials for accurate and compliant recordkeeping.
- Verified transactions, product orders and shipping dates and entered information into databases and reports.
- Inspected merchandise and sent damaged pieces for repair before shipment.
- Read and interpreted blueprints, technical drawings, schematics, and computer-generated reports.

2021-05 -

2023-02

Warehouse Associate

Amazon, West Chicago, IL

- Prepared orders for shipment by picking, packing, and labeling merchandise.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Manually or mechanically loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles
- Collaborated with various departments to manage timely delivery of orders and avoid delays.

Education

2020-06 -

Current

Bachelor Of Applied Science In Information Technology: Information Technology

College of DuPage - Glen Ellyn, IL