

Amber Gripp

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#readytowork

Work Experience

Parts Inventory Specialist

DALLAS TRAILER REPAIR CO. - Henderson, CO

November 2021 to Present

Promoted efficient and open communication by preparing collateral for team and client meetings, taking notes and distributing information to relevant stakeholders

Managed reception and lobby area, greeted visitors and responded to requests for information

Maintained office supplies inventory by checking stock and ordering new supplies as needed

Filed and retrieved records to support business needs and boost team productivity

Tracked office stock and maintained inventory in neat and organized fashion

Optimized shipping and receiving strategies with cost-effective methods, carriers and routes

Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department

Organized storage areas to maximize efficiency of materials movements and minimize labor required

Rectified problems such as damages and shortages by collaborating directly with vendor representatives

Utilized software and maintain shipment records, including Excel

Parts Specialist

O'Meara Ford - Northglenn, CO

October 2020 to November 2021

Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department

Organized storage areas to maximize efficiency of materials movements and minimize labor required

Rectified problems such as damages and shortages by collaborating directly with vendor representatives

Directed materials routing by preparing accurate shipping orders and bills of lading

Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues

Promoted inventory accuracy and proper records management by comparing shipment contents with paperwork

Optimized shipping and receiving strategies with cost-effective methods, carriers and routes

Determined best shipping method for materials, considering shipping procedures, routes and rates

Coordinated with carrier representatives to arrange and issue instructions for shipping and delivery of materials

Maintained productivity goals by organizing and transferring incoming shipments

Consulted price lists to calculate costs, such as shipping, storage and demurrage charges

Prepared shipments for postage through careful packing, sealing and labeling of materials

Determined most effective method of shipment packages based on budgetary and time requirements

Prepared and processed shipping documents, including work and shipping orders, route materials and bills of lading

Performed inspections of shipment contents, verifying accuracy against invoices and manifests

Operated lift and hand trucks to transfer materials to and from target areas

Utilized software and maintain shipment records, including Excel, CDK Word and Elite

Promoted improvements in process efficiency and productivity by working as a team

Collaborated with carrier representatives to determine receipt methods and make special delivery arrangements

Shipping and Receiving

Larry H. Miller - Denver, CO

February 2020 to March 2020

Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department

Organized storage areas to maximize efficiency of materials movements and minimize labor required

Rectified problems such as damages and shortages by collaborating directly with vendor representatives

Directed materials routing by preparing accurate shipping orders and bills of lading

Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues

Promoted inventory accuracy and proper records management by comparing shipment contents with paperwork

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Manager: Rebecca Hicks

Phone: (720) 758-9363

Shipper Reciever

AutoNation Honda 104 - Westminster, CO

March 2015 to October 2019

Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department
Organized storage areas to maximize efficiency of materials movements and minimize labor required
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Manager: Skylar Arnone
Phone: (303) 438-6190

Office Assistant

Alpine Waste & Recycling - Denver, CO
June 2007 to August 2016

Promoted efficient and open communication by preparing collateral for team and client meetings, taking notes and distributing information to relevant stakeholders
Managed reception and lobby area, greeted visitors and responded to requests for information
Maintained office supplies inventory by checking stock and ordering new supplies as needed
Filed and retrieved records to support business needs and boost team productivity
Tracked office stock and maintained inventory in neat and organized fashion
Collected payments, issued receipts and updated accounts to reflect new balances
Answered approximately 10-15 calls daily and pleasantly welcomed visitors to office

Manager: Heather Lehman
Phone: (720) 226-8038

Education

High School Diploma

Vantage Point High School - Westminster, CO
October 2019

Associates in Medical in Medical Assisting

Westwood College - Denver, CO
February 2016

Skills

- Shipping & Receiving
- Order Picking
- Load & Unload
- Order Picker
- Packaging
- RF Scanner (3 years)
- Pallet Jack (8 years)
- Microsoft Word
- Materials Handling
- Forklift
- Freight Experience
- English
- Warehouse Experience

- Microsoft Excel (6 years)
- Customer service
- Typing
- Inventory Control (2 years)

Certifications and Licenses

Forklift Certification

November 2021 to February 2022

Forklift Certification