

ANGELA GRIFFIN

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OBJECTIVE STATEMENT

Seeking a position in a manufacturing working environment to provide my individualism as a team player- I love to learn new things excelling in multitasking as I do have experience working in shipping, inventory, quality control, and lab facilities. My strength in customer service, data entry, quality and being self- motivated are shown best in these positions

QUALIFICATIONS AND SKILLS

- Well-organized and efficient
- Self-motivated and assertive
- Quickly learn procedures and methods
- Able to work independently and with others
- Able to follow directions and retain information
- Able to organize material
- Knowledge warehouse and supplies
- Shipping and receiving
- Data Entry / Quality Control
- Excel worksheets

EDUCATION

Fountain Ft. Carson High school Graduated Fountain, CO

May 29th, 2004 High School Diploma

Blair College / Everest College

January 2005 - June 2006

Associates of Science, Medical Admin

EMPLOYMENT HISTORY

K & H Manufacturing – Drop ship/ Order selector January 2016 –

- Taking and collecting articles in specified quantities from inventory for shipping
- Assist in placing or cancel orders / verify account information
- Maintained customer records and opening customer accounts via phone or email
- Accurately entering customer records to receive, review and process orders
- Ensured product standards by performing inspection by reviewing raw material of manufactured components and finished products
- Pull orders for customer shipping directly from inventory
- Packing orders to ship via Ozlink UPS

StarTek Health – Document Processor / CS Rep CO Springs, CO March2015 - October2015

- Assist in on exchange payments for member
- Online Web Support for Kaiser Permanente accounts
- Following HIPPA and PHI procedure and checking document sufficiency for enrollment

Hoya Vision Care- Finish Technician Tacoma, WA January 2014 - December 2014

- Input data entry into order menus
- Reprocess data and update information before releasing orders
- Knowledge of lenses and reading prescriptions
- Releasing orders to edging operators to laser cut order for clients
- Pulling orders lenses and or frames
- Verifying and removing from database
- Operated Machinery
- Inspect moldings for shipping
- Ensure product order accuracy for shipping
- Printing Shipping labels and placing correctly

UPS Mail Innovations- QC

Auburn, WA August 2012 – January2014

- Pack contents for shipping using established procedures and products

- Operate all software programs including Manifest System , Point of Sale, Counter, Mailbox Manager, MS Office
- Generating labels and retrieving packages from customer / clients
- Prepare documents for traces and shipping claims
- Assist in merchandising center, including: stocking product, ensuring a clean and orderly appearance of products, informing manager of inventory levels for re-ordering supplies, being informed of product specifics (insurance and claims)• POS to include: handling cash, checks, credit cards, and all other transactions accordance with procedure and policy

7- Eleven- Sales Associate-

Tacoma, WA November 2010 – August 2012

- High quality customer service with prompt, efficient, and courteous service
- Check out customer purchases using electronic cash registers, and giving correct change
- Forecasting, ordering, and stocking merchandise throughout the store as needed
- Arranged products in display cabinets, restocking, price tagging, code dating and ensured total cleanliness of the workplace
- Training new hire employees on accuracy, quality, and efficiency
- Product knowledge and promotions