

Angela Thorne

1181 2nd Ave Akron, Ohio 44306

angiethorne00@gmail.com

234-281-8965

SUMMARY

I am a recent college graduate of Everest University with a bachelor of science degree in business with a concentration in management. I am looking for the opportunity to work with shipping and receiving while also providing the skills needed warehouse management.

EXPERIENCE

COBRA PLASTICS

Twinsburg, Ohio

Dec 2016 – June 2018 **Warehouse (Shipping and receiving functions**

- Performed all aspects of the shipping and receiving department.
 - Primary Receiving Clerk BETWEEN 2 BUILDINGS
 - Created and executed a comprehensive Disaster Recovery Plan, including policy development, employee awareness, backup management and periodic auditing/fire drills
 - Actively managed Email Service Provider relations by ensuring industry best practices are followed to guarantee optimal domain deliverability - this includes periodic requirements review, setting up and maintaining feedback loops, managing bounces and actively maintaining company email distribution lists
 - Provided routine and complex data mining services for employees and management

Oct. 2014 -

Oct. 2016

Dispatch and Driver Akron Express taxi

- Answered multiple lined phone system.
 - Retrieve customer addresses. Names and numbers.
- Strategically located drivers and planned trips according to the closer driver. But also watching for fairness.
- Created Schedule and price sheets
- Maintained existing and legacy software written by current and past employees

EDUCATION

May 2016

Associate of Science in Accounting

EVEREST UNIVERSITY ONLINE

- Major: Accounting Minor: Management

January 2018 Bachelor of Science in Business

- Major: Business
- Minor: Management

SKILLS

- Forklift operator training and certification
- 2 + years experience
- IQMS System SAP System and 3rd scanner
- Windows and Microsoft training in all software used

Professional References

- Glen Ryan Cobra plastics, warehouse management, 330-425-4260 ext.20
 - Richard Lunsford, Akron Express taxi, owner, 330-962-9639