
Deborah A. Boxser

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Objective: To obtain a position in an established organization in which I can utilize my professional experiences with the opportunity to make a difference. The opportunity presented for this job posting is very appealing and I believe I have what it takes to get the job done.

Experience:

Atrion Networking Corp, Warwick, RI

Inventory and Facilities Administrator: Feb 1999 – September 2013

- Maintain receiving, shipping and warehousing of all inventory and products
- Ensure proper documentation to include all inbound and outbound shipments
- Manage flow of information to finance so product is invoiced in a timely fashion
- Control inventory by conducting physical counts to reconcile with internal systems
- Responsible for entering receipt of goods information via internal software system
- Works with product management to ensure timely shipment of goods to clients
- Works with engineering team in advance so material handling is held to a minimum
- Makes sure product is tracked internally coming in and out of the warehouse
- Evaluates carrier/freight companies for best expediting of goods, to include International
- Handles and processes daily UPS and FEDEX deliveries and shipments
- Uses hand trucks and pallet jacks and distributes loads for shipments
- Able to lift up to up to 50 lbs.
- Creates and implements policies and procedures as needed to improve warehouse functions
- Ordering, storing, maintaining warehouse supplies as needed

John R. Hess & Company Inc. Cranston, RI

Office/Warehouse Clerk

- General accounting and IT tasks
- Accounts receivable/payable as needed in a busy office
- Filing and maintaining of all incoming/outgoing mail and correspondence
- Answering and placing calls to clients/personnel
- Warehouse duties to include verifying status of goods being stored and shipped
- Receipt of goods entry of all incoming product via software systems

Skills:

I am hard working, results driven, self- starting and one that gets the job done, collaborative, and comfortable in a cross-matrix situation and able to buy-in from multiple constituents.

I am well organized, communicate well, and possess attention to detail skills. My passion for the tasks at hand are commendable and well noticed and appreciated within any organization by both management and fellow employees.

I am loyal to the company. I am a team player. I can work independently with or without supervision. I am self-driven.

Education:

Tollgate Vocational High School, Warwick, RI
Major: Data Entry, 1972-1973

CCRI, Lincoln, RI
Course of Study: Certified Nursing Assistant
State RI certificate 2011-current

References:

Walter Sullivan – SEKO Logistics, Warwick RI 401-487-8891

Ricardo Gargone – SEKO International Operations Manager Warwick, RI 401-463-3550

Anthony DeLuca – INNOVEX Office Provisions & Provisions, Lincoln RI 401-232-7000

Kristin Clarke – UPS accounts manager, Watertown MA, 800-742-5877

Sharon Bouchard – JR Hess @ Company, Cranston RI 401-785-9300

Sharon Hannaway – Providence Community Health Center, Providence RI , 401-230-7340

Kathy Bessette – Atrion Networking, Warwick, RI 401-464-4651

