

Brandy Cronberg

Lead Receiving clerk - US Foodservice

Littleton, CO

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3039219682

Authorized to work in the US for any employer

Work Experience

Lead Receiving clerk

US Foodservice - Englewood, CO

January 2012 to February 2021

Schedule inbound trucks.

- Verify bill of lading for accuracy. Record and sign for shipments. Maintain

records on purchase orders.

- Prepare/Sign out purchase orders for warehouse to process and receive.

- Notify customer service of freight discrepancies.

- Ensure the accuracy of paperwork and product.

Shipping & Receiving Lead

Accellent - Arvada, CO

2011 to 2012

Duties/Responsibilities

- Receive finished goods
- Verify quantities against final quality control quantities
- Package finished goods according to customer orders
- Scan job card into Oracle to generate package labels
- Validate job card and invoice

Shipping & Receiving Clerk & Stock Kitting Clerk

Centennial Airport - Englewood, CO

2008 to 2011

Duties/Responsibilities

- Receive stock and control material for use in helicopter applications
- Pull and deliver material to appropriate helicopter

- Daily tasks of filing, data entry, and maintenance of files
- Cycle counting inventory parts
- Creating spread sheets to keep track of kits that go to the aircraft

Controller

Adam Aircraft - Englewood, CO

2007 to 2008

Duties/Responsibilities

- monitor and control workflow material and tooling under the quality processes

and procedures in the manufacturing areas

- Pre-plan and coordinate kits released to the production floor with the logistics

department

- Own and track the shortages after the kit is released to production
- Ensure and coordinate all parts, tooling and/or kits are at the production

workstation at the start of the shift

- Work shortage lists on a daily basis to ensure timely kit completions are attained
- Research and expedite priority items as required to ensure due dates are

attainable

- Take ownership of all parts issued to manufacturing and ensure traceability is

achieved through the systems

- Coordinate with purchasing/planning to assure delivery dates and planning

schedules are correct

- Manage and participate in part shortage meetings in specified areas
- Update shortage lists and hold people accountable for their due dates and

updates

- Maintain the integrity of the kits that have been issued to the production floor
- Ensure assembly completions and updates are managed in the ERP system
- Manage rework & NCR additions to the routings and get new work orders issued

as required

- Research and correct material and part issue problems
- Ensure parts removed and scrapped are accurately accounted for in the ERP

system

Eaton
Aerospace

Clerk

Shipping & Receiving-Raw Material - Aurora, CO
2006 to 2007

Duties/Responsibilities

- Receive stock and control raw material for use in aerospace applications
- Pull and deliver material to appropriate manufacturing departments
- Assist with safe and timely shipment of finished product
- Daily tasks of filing, data entry, and maintenance of files

Bonar
Plastics
8257 Blake land Dr., Littleton, CO 80125
Shipping & Receiving

Manager

i.e. Fed Ex/UPS
2004 to 2006

Duties/Responsibilities

- Managed all facets of a 50,000 sq. ft. warehouse
- Coordinated pickups, and deliveries of 30+ freight carriers, i.e. Fed Ex/UPS
- Packaged, prepared, inventoried, and warehoused finished product
- Performed damage control, quality control, and audited paperwork
- Operated, and maintained forklift, pallet jack, and other warehouse equipment
- Prepared and distributed weekly inventory reports

Education

High school or equivalent

Littleton High School - Littleton, CO
1995 to 1998

Skills

- Computer Literacy

- Oracle
- Order Picker
- RF Scanner
- Shipping & Receiving
- Pallet Jack
- ERP Systems
- SAP
- Freight Experience
- Computer Networking
- Manufacturing
- Materials Handling
- Order Picking
- Load & Unload
- Supply Chain
- Forklift

Additional Information

Skills

- Warehouse forklift proficient
- RF scanner experienced
- Shipping and receiving
- Invoicing
- Packaging
- Labeling
- Cost-coding of work orders
- Cycle-counts
- Inventory control
- Able to complete tasks in a timely manner and able to work under pressure
- Effective communication skills and a great team player
- Excellent time management skills and very punctual
- Computer literate

- Alpha4
- Oracle
- J.D. Edwards
- KABA
- MS Outlook, Excel, and Word
- Package label generation through UPS, FedEx, or DHL
- Strong typing skills and efficient in many programs