

Korlin Hans Breckenridge

Telephone: 928-830-4692

Summary of Qualifications

- Strong leadership skills and eagerness to resolve problems in fast-paced environments
- Proven ability to receive and manage multiple product shipments simultaneously
- Advanced knowledge in Microsoft OS, Mac OS X, and Linux OS
- Outstanding communication and customer service skills

Education

- University of Alaska Southeast Online, Juneau, AK
Expected Graduation Date June 2013
- Fairview High School, Boulder, CO June 2005

Relevant Experience

Leadership and Supervisor Skills

- Assigned, supervised, and assisted up to 16 employees in a fast-paced shipping/receiving department
- Trained employees and co-workers in packing, shipping, purchasing, and inventory
- Designed and implemented a more efficient warehouse shipping and receiving system

Customer Service Skills

- Provided great customer service over the phone and in a retail store environment
- Guided customers through web sales and assisted in resolving order and delivery issues
- Interviewed and surveyed clients on a daily basis for product evaluation

Shipping and Receiving Skills

- Monitored inventory and inspected all incoming and outgoing products and shipments for accuracy and quality
- Matched packing slips and invoices with inventory receipts for all purchase orders
- Corresponded with vendors to arrange purchase orders, credits, or replacements
- Shipped and carefully packed toys, books, canned fish, jarred fish and frozen fish in both retail and wholesale
- Experienced in shipping and communicating with UPS, FedEx, DSL, and USPS for both domestic and international shipments

Web Management and Technical Skills

- Processed, fulfilled, and maintained orders in various file formats and point-of-sale systems
- Exported data from UPS, Fedex, DSL, USPS and others into Excel, Shipping Manager, and Prism
- Developed online product descriptions and assisted in maintaining retail websites
- Maintained administrative tasks involving Networks, Windows OS and Linux OS
- Established advanced skills in Microsoft Office, FTP servers, along with printers and networking interfaces

Work History

UPS, Boulder, Colorado Position: Truck Unloader/Reloader January 2008-August 2008

Alaska Seafood Company, Juneau, AK Position: Shipping Manager August 2008-April 2009

PlayFair Toys, Boulder, Colorado Position: Shipping/Receiving Manager, May 2006-Dec 2010

Aspen Research, Boulder, Colorado Position: Interviewer, February 2010-August 2010