

Jill Christensen

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SUMMARY

Dependable, self motivated team player with a strong background in shipping and receiving. Hard working and detail oriented with five years experience as a warehouse lead. Certified on many different types of fork lifts. Key skills include:

- Assembly
- Inventory Control
- WMS,DCMS, JDE
- Fork lift Certified
- Safety Committee
- RMA
- HIPAA Trained
- Shipping & Receiving
- UPS & Fed Ex

EXPERIENCE

PTI Group, USA, Berthoud, CO

2013 - Present

Receiving Clerk III

- Meet deadlines for completion of tasks as they are delegated to me.
- Reconcile documents and reports in accord with the unloaded merchandise.
- Conduct cycle counting and labeling of ht received goods.
- Precise, accurate, and detail oriented.
- Effectively manage my time, resolve crises and non-routine problems.

MYSTRO, Louisville, CO

2005 - 2012

Warehouse Lead

- Checked inbound and outbound pharmaceuticals for quality and compliance with FDA, DEA, and PDMA regulations / guidelines.
- Oversaw, and verified the accuracy of daily cycle counts to maintain superior inventory control.
- Helped create and implement new Warehouse SOP's and Instructions to streamline inbound processes. Trained warehouse personnel in accordance with the same.
- Maintained A+ Standards in warehouse safety and cleanliness for over 8 years.
- Responsible for authorization, processing and return accuracy.
- Oversaw the unloading of trucks, receiving product and storing within 24 hours.
- Directed staff in emergency replenishment / stocking, as well as pick, pack & shipping operations for timely and accurate distributions.
- Established cooperative working relationships through effective leadership, and excellent communication skills.

EPPENDORF 5 PRIME, Boulder, CO

2002 - 2005

Material Handler III

- Unloaded and received inbound product
- Inspected for damage occurring in transit.
- Responsible for accurate daily cycle counts.
- Revised department operating procedures to streamline efficiency of receiving process.

WESTERN ELECTRONICS, Thornton, CO

2001 - 2002

Receiving Clerk

- Responsible for receiving and verifying inbound materials and daily cycle counts.
- Responsible for the proper storage and maintenance of departmental records.
- Ensured premium service levels through effective communication with several different carriers.

PROFESSIONAL TRAINING

- Fork lift Certified
- HIPAA Trained

AWARDS

- Perfect attendance 2006 - 2013
- Employee of the month
- Employee of the year