



CHRISTINE MAST
BAKER

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951 17th Ave #103,
Longmont, CO 80501

PROFESSIONAL SUMMARY

Detail-oriented Inventory Clerk with experience in shipping and receiving. Well-versed in recordkeeping, including shipping manifests, invoices and orders.

Detail-oriented, hardworking and focused on keeping operations smooth and efficient. Highly organized in coordinating paperwork and records to avoid errors and delays. Work well under pressure to handle high-volume traffic.

SKILLS

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|------------------------------|-------------------------------------|
| • Strong Attention To Detail | • Shipping |
| • Verbal Communication | • Time Management |
| • Excellent Communication | • Labeling |
| • Packaging | • Customer Orders |
| • Improve Job Skills | • Sound Judgment |
| • Listening Skills | • Organizational Skills |
| • Palletizing Products | • Willing to Work over time as need |

EXPERIENCE

Inventory Specialist, BI, Inc April 2021 - Current, Gunbarrel , CO

- Prepared and packed supply orders for government agencies.
- Prepared, documented and packed orders for hundreds of parts for contract manufacturers.
- Utilized ERP System (Infor Syteline) to track 17,000+ parts.
- Coordinated with Purchasing, Quality, Manufacturing and Shipping to meet daily orders.
- Assisted other areas in the warehouse.

Shipping Clerk, Nite Ize , Aug 2020 – April 2021, Niwot , CO

- Prepared and printed shipping labels corresponding to shipping needs.
- Worked safely around moving manufacturing equipment and machinery.
- Posted weights and shipping charges and affixed postage.
- Resolved any shipping issues as well as coordinate all shipments on daily basis.
- Maintained safe operations by adhering to safety procedures and regulations.

Shipping Associate, GE Albeo, Mar 2014 - May 2020, Longmont, CO

- Kept and verified records on incoming and outgoing shipments.

- Maintained inventory of shipping materials as well as supplies.
 - Scanned various documents into electronic filing system.
 - Recorded and inspected units for delivery to customer per company standards.
 - Processed shipments per instructions on shipping documents.
 - Maintained accurate electronic records and physical files.
 - Promoted department and company goodwill through pro-active employee communication and employee involvement.
 - Coordinated efforts to reduce shipping charges and improve services.
 - Observed all safety regulations and promoted safe working habits.
 - Generated all shipping paperwork via computer system.
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- Demonstrated willingness to do whatever it took to help make company success.
 - Assisted upper management with day-to-day needs of facility.
 - Prepared shipments for delivery to field job sites.
 - Performed functions such as data entry and word processing.
 - Processed Shipping transactions in computer system.
 - Provided training and feedback to Shipping employees.
 - Created Bill of Lading for each shipment utilizing shipping software.
 - Put shipping supplies on shelves and packaging materials.
 - Maintained harmony among workers and resolved grievance.
 - Processed shipping documents and generated shipping reports.

EDUCATION

High School Diploma

Olde Columbine High School - Longmont, CO

May 1982

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