

# Holly Coffin

Rosemount, MN

hcoffin68@gmail.com - 651-423-6829

## WORK EXPERIENCE

Emerson Control Techniques / Americas, LLC - November 1999 to October 2013

Answered customer's questions on multi - line telephone

- ◆ In scheduling - scheduled the variable speed drives and motors to be built and when they needed to be shipped out to customers
- ◆ Ordering parts needed and dealt with vendors
- ◆ In manufacturing - helped build products to be shipped to customers
- ◆ Soldering and wiring drives
- ◆ Shipping duties included filling customer orders, packing and palletizing products, shipping out products to customers
- ◆ Receiving duties included unloading trucks, compared merchandise invoices to items actually received to ensure that shipments are correct, and entered merchandise received into the computer system

Stock - Apple Valley, MN - June 1994 to October 1999

Answered customers' questions about merchandise and advised customers on merchandise selection

- ◆ Compared merchandise invoices to items actually received to ensure that shipments are correct
- ◆ Took inventory or examined merchandise to identify items to be reordered or replenished
- ◆ Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise

Stock & Receiving - Burnsville, MN - June 1992 to October 1999

Compared merchandise invoices to items actually received to ensure that shipments are correct

- Took inventory
- Stocked shelves, racks, cases, bins, and tables with new or transferred merchandise
- Answered customers' questions about merchandise and advised customers on merchandise selection

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