

Debra Waters

Material Handler

Evansville, IN

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I am seeking to gain employment in an area where my skills will be challenged and new learning opportunities are available.

Authorized to work in the US for any employer

WORK EXPERIENCE

Material Handler

Warehouse Services - Mount Vernon, IN - December 2011 to February 2014

Operate Tajima embroidery equipment to ensure orders are completed to meet deadlines

Operate other equipment and computerized machinery

Perform daily maintenance and ensure product quality

Adhere to all safety procedures in the performance of job duties

Operate RF gun to select products being shipped out

Strive to meet daily, weekly, and monthly goals.

Efficiently coordinate outbound shipments

Creates and prepares shipping documentation and shipping labels

Business Data Support Representative

At&t - Evansville, IN - August 2007 to April 2010

Answer phones and respond to customer requests.

Sell product and place customer orders in computer system.

Provide customers with product and service information.

Upsell products and services

Transfer customer calls to appropriate staff

Identify, research, and resolve customer issues using the computer system

Follow-up on customer inquiries not immediately resolved

Complete call logs and reports

Research billing issues.

Research misapplied payments.

Recognize, document and alert the supervisor of trends in customer calls

Floral Designer

H&S Floral Distributors - Evansville, IN - August 2001 to May 2007

Arrange both real and artificial flowers for display at occasions or in the home or office.

Fill special orders for holidays or other occasions.

Make traditional corsages, bouquets, wreaths, and wedding decorations, as well as other kinds of original designs.

Create original designs.

Negotiate price for arrangements.

Fulfill large orders.

Work with clients to fulfill their vision for occasions such as weddings, funerals, or celebrations and events.

Work with a wide range of foliage and flowers.

Find vendors to supply seasonal flowers.

Order and purchase flowers and supplies from wholesalers and growers