

Orders in by computer. Stand the entire shift lifting 25-50 pounds during shift. Pay close attention to detail in orders. Process returned product, standing the entire shift. Dealing with UPS and FEDEX shipping at times.

UPS Warehouse/process mail December
2008- May 2012
Sorting mail into different sections, process mail shipments scanning, labeling, and typing orders in by computer, shipping & receiving, loaded & unloaded work trucks, lifted 50-75 pounds at a constant rate during work shift.

YMCA of Williamson County Youth Counselor August 2009- June 2011
Provide support for youth group, schedule afterschool programs and maintain supplies and equipment.

Summary of Qualifications

Cash Management; Bank Deposits; Typing 40-55 WPM; MS Word & Excel; Multiple phone lines; Customer Service; Order Entry; Product Management/Fulfillment; 7 years of warehouse experience with Fedex & UPS.

References

ShaRon Burnett	Skin Care	512-569-3680
Lee Olivares	Dell	512-902-9805
Raymond Williams	YMCA	512-774-0229