

# Hosea Thao

Minneapolis, MN

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Order Fulfillment**

Magnolia and Vine - Minnetonka, MN - February 2015 to September 2016

I was with the company 1 week before they launched on 2/16/2015. I worked as part of the order fulfillment team in the warehouse section. My duties included picking orders, verifying orders, checking for defective items, receiving incoming inventory, shipping outgoing orders using Fedex and USPS software, build boxes for the day, keep inventory on uline items and I worked mainly as the main packer packaging all the orders before they would be shipped out. One of my biggest accomplishments working there was setting the bar for how many packages would get packed and shipped out on the daily. My goal for the day was to always have an empty shelf before i went home.

### **Order Fulfillment**

Ambassador Press - Minneapolis, MN - November 2013 to August 2014

I worked as part of the order fulfillment team. My job was to pick orders and put together kits to be shipped out. I also did cycle counting during month end to make sure the numbers matched up with what was on hand.

### **Order Processor**

Artneedle Cap and Gown - Minneapolis, MN - March 2013 to June 2013

I worked as a order processor and my job was to scan each item into the computer to make sure all items being picked matched what was listed on the pick ticket. If the items that were picked did not match, the computer would not allow you to move onto the next step until you had the right item.

### **Quality Control Inspector**

Artneedle Cap and Gown - Minneapolis, MN - March 2012 to July 2012

I worked as the quality control inspector in the tassel room. My job was to make sure the tassels going out were in good condtion and the right ones that went with the orders on the pick ticket.

### **Order Fulfillment**

Minnetonka Moccasin Company, Inc - Minneapolis, MN - November 2011 to January 2012

My job was to pick orders on the daily.

### **Shipping and Receiving Clerk**

Atrix International Inc. - Burnsville, MN - June 2011 to October 2011

My job was to pick orders, pack the orders and ship them out using USPS and UPS shipping software. I would also restock the picking bins, build kits, cycle count, keep track of inventory and schedule trucks for pick ups.

## EDUCATION

Roosevelt High School - Minneapolis, MN

1997 to 1999

Yuba City High School - Yuba City, CA  
1996 to 1997

#### SKILLS

USPS shipping software (2 years), FedEx shipping software (1 year), Inventory Control (5 years), Customer Service (5 years), Order Processing (5 years), Quality Control (Less than 1 year), Shipping And Receiving (5 years), Word (5 years), Order Fulfillment (5 years), Packaging (5 years)

#### ADDITIONAL INFORMATION

Understanding of Microsoft Excel and Word as well as moderate computer skills. Ability to multi task while maintaining high efficiency and accuracy.

Determined hard nose worker with great understanding of the team concept.

Great communication skills with a strong focus and understanding.

Knowledge of USPS and FedEx shipping software.