

# Jaime Robbins

Grafton, MA 01519

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+1 508 840 3141

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager/Billing Specialist**

Regency Transportation, Inc - Worcester, MA

April 2019 to Present

- Billing,
- scheduling,
- data entry,
- customer service,
- account management,
- Customer support
- warehouse liaison.
- scheduling
- answering phones
- account maintenance
- Excellent communication skills
- Microsoft word /excel

### **Shipping Lead**

Curtis plow - Worcester, MA

August 2017 to April 2019

- Shipping,
- receiving,data entry
- customer service, for John Deere , Kubota , Kawasaki, and other vendors.
- Forklift certified.
- Picking,
- packing materials.
- Microsoft excel.
- data entry
- customer relations
- Manufacturing
- Data management
- Data collection
- Data warehouse
- Analysis skills

## **Customer Service Representative TSA**

Onsite national - Auburn, MA

April 2017 to August 2017

Handling fleet management for AT&T Direct tv and some government contracts, for routine maintenance and disabled vehicles, nationwide.

In a timely and orderly manner.

## **Distribution clerk**

Columbia tech - Westborough, MA

October 2015 to April 2017

Picking packing shipping receiving sorting customer service. Forklift certified. International shipments.

## **Mailroom Clerk**

Harpers payroll - Worcester, MA

October 2013 to September 2015

Payroll processing for large commercial/industrial clients.

Shipping processed payroll orders using various entities.

Maintained quality control standards.

## **Distribution Clerk**

J I Morris - Southbridge, MA

August 2010 to December 2012

Order sorting for Collegiate research

Shipping/receiving product

Screw passivation

Polishing pad customization for large industrial and small commercial needs.

## **2nd senior distribution clerk**

Karl Storz Endoscopy - Charlton, MA

April 2003 to August 2008

Shipping, receiving, picking, packing.

Haz-mat certified. International shipments.

Auto-calving . Product sterilization. Inventory control. Forklift certified.

## Education

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### **Diploma**

Auburn High School

## Skills

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- able to meet deadlines in a timely and orderly manner. (10+ years)
- Shipping
- Hazmat
- Shipping Receiving

- Logistics
- Forklift Driver
- UPS
- Warehouse Associate
- Account Management
- Warehouse Experience
- Shipping & Receiving
- Forklift
- Customer service
- English
- Microsoft Office
- Packaging
- Microsoft Excel
- Materials handling
- SAP
- Load & unload
- Receive incoming shipments of non-GMP/GMP materials and equipment following established procedures. Over 20 plus years of warehousing experience.
- Box truck
- Microsoft Outlook
- Communication skills
- Computer literacy
- Order management system
- Computer skills
- Order Picking
- Freight Experience
- Supply Chain
- Pallet Jack
- Quality Control
- Manufacturing
- Time management
- Warehouse distribution
- Documentation review
- Office experience
- ERP systems
- Oracle
- Organizational skills
- Microsoft Word
- Leadership
- FIFO
- Data management

- Assembly

## Certifications and Licenses

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### **Hazmat Operations**

April 2003 to August 2008

### **Forklift Certification**

### **Hazmat Endorsement**

## Assessments

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### **Customer Service Skills — Familiar**

November 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Familiar](#)

### **Scheduling — Completed**

July 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.