

Jennifer Hills

Seeking a position where I can utilize 17years of work experience.

Savannah, GA 31415

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I'm a positive thinking dedicated individual that can continue to contribute with the improvements in work field

Authorized to work in the US for any employer

Work Experience

Inventory Specialist

Maersk - Port Wentworth, GA

August 2020 to December 2021

I oversees and keep records of all shipping.Im knowledgeable with the EEC system.More specifically, I'm responsible for organizing, sorting, filling,and transferring goods from one location to another. I monitor company packages from the start to finish, ensuring proper packing techniques and shipping practices.

Inbound/outbound clerk

SLM group - Savannah, GA

July 2018 to October 2020

Supervises workers perform all duties.sent orders out to all vendors. Checked on all food/supply orders.keyed invoice codes in a timely manner.kept track of inventory

Honor Bar Attendant

The Brice Hotel - Savannah, GA

August 2016 to July 2018

Responsible for maintaining the mini bar in each hotel suite.. Duties consist of keeping inventory of all incoming and outgoing of all mini bar items.. Making sure orders are in at a timely manner..cleanliness of all trays and mini fridge.

Registration Clerk

Curtis V. Cooper Primary Health Care, Inc. - Savannah, GA

October 2015 to August 2016

Made sure all requisitions were answered. Dealt with all incoming patients. Scheduled all appointments.Relay all messages and schedules to doctors in a timely manner. Enter all data in computer as a work duty.Checked all incoming patients on their insurance status.

Education

Sol. C Johnson High School in healthcare/human resources/customer service

Savannah, GA

September 2003 to 2007

Skills

- clerk (10+ years)
- Customer Service Representative (10+ years)
- Shipping & Receiving
- Medication Administration
- Developmental Disabilities Experience
- Human Resources
- Order Picking
- Typing
- Accounting software
- Accounting
- Accounts payable
- QuickBooks
- Accounts Receivable
- Office Management
- Logistics
- Financial Report Writing
- Computer skills
- Microsoft Office
- Warehouse management system
- Warehouse experience

Certifications and Licenses

driver's license