

# Joslin Harrington

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Proven skills in supporting warehouse operations by keeping accurate records and checking shipments. Detail-oriented in evaluating products, processing paperwork and coordinating movements around warehouse locations. Talented Housekeeping Aide with hands-on experience cleaning and maintaining designated areas. Agile and hardworking team player well-versed in dusting and polishing furniture and sweeping and scrubbing floors. In-depth knowledge of housekeeping operations paired with familiarity of chemical cleaning supplies.

## Work Experience

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### **Housekeeping Aide**

Hackensack Meridian Health - Hackensack, NJ

December 2021 to October 2022

Monitored common areas for cleanliness and safety.

Conducted inventory of linens, cleaning supplies and toiletries and restocked housekeeping carts and storage closets.

Dusted ceiling air conditioning diffusers and ventilation systems to improve airflow.

Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.

Cleaned building floors by sweeping, mopping and scrubbing.

Sanitized and cleaned sinks, mirrors, toilets and showers.

Checked inventory for required supplies and made lists for needed cleaning products.

Maintained and organized cleaning supplies stock.

### **Picker**

Global Scientific - Mahwah, NJ

August 2021 to October 2021

Picked products for specific routes and estimated weight, height and center of balance to calculate precise placements.

Prepared hundreds of orders by processing requests, pulled materials from warehouse, packed boxes and prepared shipments.

Removed items from shelves or storage bins and scanned tags.

Checked packing slips and other documentation to appropriately box items requested by clientele.

Scanned packages and boxes and moved to loading dock for shipment.

Checked inventory and selected products from specific locations based upon availability.

### **Medical Supply Clerk**

Collagen Matrix - Allendale, NJ

March 2021 to August 2021

Inspected incoming and outgoing shipments to identify discrepancies with records.

Compared shipping orders and invoices against contents received to verify accuracy.

Processed required paperwork to expedite handling of shipped and received goods.  
Rejected damaged items, recorded shortages and corresponded with shippers to rectify issues.  
Monitored inventory to maintain sufficient supply levels to meet business and customer needs.  
Handled day-to-day shipping and receiving overseeing more than 100 packages per day

### **Administrative Assistant**

Tri-City Peoples Corporation - East Orange, NJ  
January 2015 to January 2019

Worked on various projects for non-profit agency that is dedicated to providing services to their community such as; behavioral health, housing, childcare, etc.  
Screened and directed calls to appropriate personnel Responded to inquiries from callers regarding facility and other resources Setup Appointments for psychiatrist and completed payroll for staff.  
Restocked supplies and placed purchase orders to maintain adequate stock levels.  
Coordinated travel arrangements by booking airfare, hotel and ground transportation.

### **Dispatcher**

Answer Me Service - Paramus, NJ  
January 2013 to January 2015

Received high volume of calls from callers locked out of their house, apartment or business Handled emergency calls with care and ensured that appropriate units were dispatched Assisted technician with locating stranded vehicles or customers Ensured that company's guaranteed response time of twenty minutes was met by handling calls quickly and efficiently.  
Maintained updated and detailed records of calls in physical and electronic database.  
Directed investigations to verify and resolve customer or shipper complaints.  
Gave accurate quotes prior to starting projects, breaking down amounts into detailed line items.  
Monitored company inventory to keep stock levels and databases updated.

## Education

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### **High School Diploma**

Hackensack High School - Hackensack, NJ  
June 2004 to June 2004

## Skills

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- Cycle counts Shelving of products  
Quality controls Stocking  
Heavy Lifting Product picking  
Barcode Scanning Customer Service  
Product Inspection Work Prioritization  
Materials Packing Inventory Control  
Shipping procedures understanding Room and Public Space Cleaning
- Cleaning

## Links

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<http://il.com>