

MALISSA ADAMS

Dacono, CO 80514 | 7207176192 | malissas.mail1990@gmail.com

SUMMARY

I am a dedicated and organized individual with great interpersonal skills. I am an excellent team player and love to learn and develop new skills from those around me. I am reliable and dependable and often seek new responsibilities that will add to not only my personal growth but the company's growth as well.

SKILLS

Reliable under High

Pressure Situations

Verbal/written

Communication

Conflict Resolution

Trouble Shooting Issues

Detail Oriented

EXPERIENCE

12/2016 to Current **Shipping Coordinator**
Offer Products LLC — Frederick, CO

- Create shipments, consolidate orders/POs and compile load details.
- Utilize a variety of shipping software programs and customer portals to route and process orders which would include small parcel, LTL & FLT sized shipments.
- Close communication with our Disty team & comprehensive understanding of their processes.
- Knowledge of customer routing guides/shipping requirements & staying current on continuous changes therein.
- Knowledge & use of Infor/M3 spanning across numerous internal processes.
- Effective collaboration with FedEx Trade Networks, FedEx Freight, and our Transportation team.
- Constant communication with Sales Ops, fulfillment & occasionally Planners pertaining to customer orders/requests.
- Frequent use of Excel and enterprise reporting for maintaining positive OTD, daily shipping requirements and analyzing to track a variety of order details to ensure customer expectations are met.

06/2014 to 12/2016

Material Handler

Team Promark — Longmont, CO

- Packed/consolidated merchandise in preparation for safe shipment while adhering to our customers routing guides.
- Organized warehouse inventory according to warehouse plan.
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- Palletized product to increase movement and shipment efficiency.
- Logged unit quantities and entered data into inventory database.
- Developed and maintained strong working knowledge of products and handling requirements.

EDUCATION AND TRAINING

05/2009

High School Diploma

Jefferson High School — Edgewater, CO