

JEFFREY J. MONDRY
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OBJECTIVE:

Seeking a fulltime position to make use of my customer service and shipping/receiving knowledge, to provide quality services to clients, to help maximize company profits, and to develop opportunities for advancement.

ABILITY SUMMARY:

Eye for detail
Forklift knowledge (tested through company and OSHA)
Pallet Jack and Cherry Picker
Calculator, Fax machine, and Copiers
Label and Barcode Makers
Bagging and Binding Machines

EMPLOYMENT HISTORY:

Shipping and Receiving Clerk, Order Picker, Warehouse
08/2014 – 09/2016 Loos & Company, Inc.

901 Industrial Boulevard; Naples, FL

Picked sales orders in warehouse, and assured correctness. Retrieved stock from bin locations. Assured shipping address and information correct on packing slip. Entered shipment information into most effective shipping service (UPS Worldship, or FedEx Global). Also picked and assigned bin locations with replenished stock. Filed and entered shipping information into company log. Created purchase orders and shipping orders. Maintained shipping supplies and equipment. Assured proper shipping documents were attached to each package, international or domestic. Created shipments (packages, letters, crates, or pallets), and arranged pickups with chosen carriers (UPS, FedEx, or DHL). Performed general cleaning duties. Also assisted warehouse order pickers, when needed, filling orders for shipments from appropriate bin locations.

Sales Associate/Pick-up Driver

1997 – 2014

The UPS Store

24600 S. Tamiami Tr.; Bonita Springs, FL

Assisted customers with packaging and shipping needs. Operated POS and Shipping Manifest. Kept inventory of store products. Received and stocked store merchandize. Provided pick-up service for customers. Assisted in full residential moves. Assisted customers with black & white and color copies, binding, faxing and email services. Opened store and brought computers online.

EDUCATION AND TRAINING

<u>Completion Date</u>	<u>Issuing Institution</u>	<u>Location</u>	<u>Qualification</u>	<u>Course of Study</u>
1991	Eagan High School	Eagan, MN	Diploma	General High School Curriculum

ACTIVITIES

Donate time at my church. (Took part in animal shelter and 5K Walk-a-Thon.)
Enjoy golfing, football and hockey.
Enjoy my family and friends.

REFERENCES AVAILABLE ON REQUEST