

Arthur Mudick

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OBJECTIVE: Seeking a position with a growing company where my knowledge of inventory control and warehouse operations can be used to maximize company's profits.

RELATED SKILLS:

- Detail orientated
- Proven record of quality customer service
- Demonstrate strong organizational skills
- Ability to effectively communicate and resolve conflict
- Motivated team member

WORK HISTORY:

Pharmacist's Ultimate Health-- St. Paul, MN 2002-2013
Shipping and Receiving Specialist

- Accurately filled incoming orders in a timely manner
- Prepared, packed, verified and shipped product according to shipping invoice
- Received incoming product and rotated inventory to ensure proper quality control
- Updated all inventory systems and imputed product returns
- Responsible for pulling samples for quality checks on products

Costco – Coon Rapids, MN 2001
Shipping and Receiving/Bakery

- Direct customer service and sales
- Arranged and restocked display case
- Received and inventoried incoming stock

City of Coon Rapids – Coon Rapids, MN 2001-2011
Facilities

- Responsible for setting up facility for weddings, banquets, and meetings
- Supervised clean up and tear down
- Opening and lock up of city facility

H.B. Fuller Company-- Minneapolis, MN 1979-2000
Production Worker I, II, III
Shipping and Receiving

- Conducted company safety training
- Product knowledge expert
- Operated chemical distribution electrical panels
- Inventoried stock and maintained proper product levels
- Received and processed all incoming packages
- Shipped finished product in a timely manner

EDUCATION:

- Minneapolis College of Art & Design: Basic Graphic Arts Courses
- Two-year Diploma - Information Technology (Web Development)

Dunwoody College of Technology/NEI Center-- Minneapolis, MN

References available upon request