

# NANCY ALCARAZ

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Since starting my career at [Overstock.com](http://Overstock.com), Inc. as a warehouse receiver, I have been placed as an admin over the MRB cage. I have taken the Leadership Phase I and leadership Phase II training, the training focuses on team work, communication, responsibility and tacking accountability for one's actions. Working in a warehouse we receive and ship thousands of orders throughout the day. This requires communication throughout multiple departments to ensure customers' orders are sent out in a timely fashion.

As the Logistics Fulfillment Specialist, I am responsible for the Material Review Board. As a MRB specialist I am responsible for the complete cycle of the receiving process. This includes documenting and filing received PO's, reaching out to the buyers for any chargeback we may have for the vendors, including product discrepancies, Re-packaging of products, and calculating the shipping costs for insufficiently packaged goods. I am also proficient in the Picking, Packing and Shipping process. I am able to meet my logistical benchmarks.

Because of my dedication and ability to complete tasks I was promoted to a leadership position

Here is an excerpt from my resume listing DV and REC info-

## **EXPERIENCE**

09/2007- 11/2015 Receiver

Receive and log containers containing product. Received and identify items, using RF scanners.

Locating items into inventory in their designated locations. Maintained records, files and reports.

Operate warehouse equipment and vehicles such as sit-down forklift and scanning RF gun.

- 11/2015 - 3/current:

Data Validation

Gather, prepare, and provide descriptions from new items received in a clear and concise manner.

Accurately submit required information into company work sheets. Ensure the necessary information and

content is attached to the item by submission and updating departments.

Oversee the process and item to

site. Assist and support neighboring departments when help is needed

References- Available upon request

## **EDUCATION**

**JUNE 2005**  
**DIPLOMA, HUNTER HIGH SCHOOL**

## **SKILLS**

- Outstanding Inventory management techniques
- DV and REC info
- Detail oriented
- Operate small forklift
- Computer skills - Excel and Word
- Data entry
- Self-directed work ethic
- Organocation ability