

NATALIE ANN KELLY

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SUMMARY

A business professional with 2 years of experience working in administrative support roles. Very meticulous and very organized. CDL Class B Holder. Over 2 years warehouse experience as well as shipping and receiving.

SKILLS

- Microsoft Office
- Data Entry
- Customer Service
- Shipping and receiving
- Dental Laboratory Tech

EXPERIENCE

People Ready(temp agency)

04/2019-09/2020

- Forklift operator
- Housekeeping
- Warehouse

Grove Collaborative (Warehouse Associate)

11/2019-07/2020

- Pack customers order
- Pick items for customers

CHAMPION WINDOW Administrative Assistant (Contract)

10/2017 - 10/2019

- Received, organized and distributed in office mail
- Answered and directed phone calls
- Organized and schedule meetings and appointments
- Produced and distributed corresponding memos, letters, faxes and forms
- Data Entry

The Miller Group (Shipping and receiving)

01/2015-06/2017

- Ups worldwide, fed ex
- pack the goods in shipping containers
- develop mailing labels and shipping documents and ensure that all orders have been filled correctly. •
- Preparing shipping documents.
- Maintaining records of incoming and outgoing shipments.
- Consolidating shipping orders.

IDG(BOEING) WAREHOUSE ASSOCIATE

08/2011- 05/2015

- Load and unload trucks
- Fill up toolboxes
- Transport boxes to Boeing and exchange the empty boxes

GC SERVICE CSR

08/2008 - 02/2011

- Managed heavy volume of inbound and outbound calls
- Worked with account receivable solutions
- Data Entry

St. John Mercy Hospital (Housekeeping)

03/2006-07/2008

- Clean patients rooms
- Clean the lobby and restrooms
- Clean offices

EDUCATION

- High School Diploma