

NATALIE NICOLE WYATT

720-251-9541

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SUMMARY

Functioning as a team player and with a true spirit of cooperation and willingness to ensure smooth and effective operations. Building customer confidence of customers by making the experience interactive, engaging and reassuring. Highly accurate with strong attention to detail to ensure customer satisfaction. Sound interpretation and analysis skills, excellent organizational skills.

PROFESSIONAL EXPERIENCE**CPI CARD GROUP**, Littleton, Colorado

July 2016 – Present

Data Processor and Entry

Responsible for processing, recording, and updating product inventory, production jobs, and card data. Certified in Datacard administration training, occasionally running test jobs on the machines and adjusting data and card layouts. The sole processor of RFID data for Disney park passes. Troubleshooting any issues that may arise with EMV or RFID card data.

- Processing and preparing production jobs each morning. Organizing production jobs by shipment dates. Updating new inventory when a new product or change happens. Distributing reports to CPI's clients on a daily basis.
- Working with Shipping and Production when issues arise. Troubleshooting any machine errors that are affected by data.

CPI CARD GROUP, Littleton, Colorado

July 2016 – November 2016

Shipping and Receiving

Responsible for receiving and shipping parts, and the loading and unloading of shipments. Verifying and keeping records on incoming and outgoing shipments receives incoming products and materials from suppliers and vendors, coordinates logistics for shipments.

- Compares information such as counts, weights, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, packing lists, or other records.
- Record shipment data, such as damages and discrepancies, for reporting, accounting, and recordkeeping purposes.

UNITED STATES POSTAL SERVICE, Denver, Colorado

February 2016 – July 2016

City Carrier Assistant (Letter Carrier)

A contract position that did not promise a consistent and assign route, worked on multiple routes and eventually memorized and adapted to various neighborhoods. Handling private information, money receipts (CODs), and delivering mail as per instructed by both the regular on the route and disabled customers. Worked in arduous physical conditions outdoors, mandatory overtime, and on a non-flexible schedule. Handled Sunday deliveries for Amazon.

- Sorting all classes of both mail and package in sequence of delivery along an established route. Withdrew mail and packages from the distribution case, prepared it in sequence, location, and streets.

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CLEAR CHOICE STAFFING, Littleton, Colorado
Logistics Analyst

March 2015 – February 2016

Verifying and keeping records of incoming and outgoing shipments, and preparing items for shipments. Auditing and recording incoming merchandise or material; and arranging for the transportation of each product.

- Generating product labels, bills of lading and commercial documents, package weight, shipping charges and maintaining shipping record files.
- Receive purchase orders, maintain PO log and file POs. Responsible for processing all shipments with proper documentation.

INTELLISOURCE, Denver, Colorado
Customer Service Representative

October 2013 – May 2014

Comfortable entering data into a computer while conducting assistance over the phone. Using a strong communication skills to answer calls and properly handle customer inquiries.

- Possessing a professional, friendly attitude and able to quickly developed a rapport with customers over the phone.
- Inputted customer information quickly and accurately from a variety of sources into a computer database. May take customer orders and enter them into a tracking system.

KB CO, Centennial, Colorado
Order Picker

April 2011 - April 2012

Picked prescription polarized lenses from shelves into tote boxes. Responsible for accuracy of orders picked. Responsible for maintaining acceptable level of productivity.

- Followed company safety, quality and operational procedures to verify and record information during container filling and product stocking.
- Recognized and matched numeric and alpha listings to ensure accurate orders are shipped to customers.

T MOBILE, Aurora, Colorado
Order Picker

March 2008 to April 2011

Filled customer orders and delivered them to the delivery platform in a manner that met Company standards for safety, security, and productivity. Responsible for the completeness and correctness of all orders filled.

- Picked customer orders for shipment, ensuring correct number and type of product was loaded and shipped within an appropriate time frame to meet daily productivity goals.
- Maintained a safe and clean warehouse while reporting noteworthy damage to products to supervisors that were currently in inventory.
- Received and picked tickets from supervisors, read the order to ascertain number, size, color, and quantity of merchandise to maintain absolute accuracy.
- Utilize inventory management systems to scan, process and research cartons in accordance with the inventory control process.

THE COMPUTER GROUP, Aurora, Colorado
Data Entry

March 2008 to March 2009

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Compile, verify, and sort information according to priorities, sourcing data for computer entry. Operating photocopiers, scanners, fax machines, and personal computer. Manage telephone calls, letters, and/or visitors; responding to routine questions and obtaining and furnishing information.

- Entered and recorded data from electronic and hard copy source materials into software using an electronic keyboard or optical scanner. Updated records by deleting, changing, merging or adding data to files.
- Creating and maintaining filing system; locating documents for staff members. Filing documents in their appropriate correspondent locations.

EDUCATION

A.A.S., Multimedia, Graphic Design & Illustration, Arapahoe Community College
(Currently attending online)

Datacard Administration and Production Certification

COMPUTER SKILLS

Operating Systems: Windows XP, Vista, 7 and 8

Microsoft Word, Excel, and Outlook

Word Processing (Alpha and Numerical) 60 wpm

CRM

Adobe Photoshop CS6

HTML5 and CSS3

SQL