

Nicole Nelson

215 N. Munn Ave East Orange, NJ 07017

(973)380-6129◆nikkiemartin21@gmail.com

EDUCATION

High school diploma

June 2010

East Orange Campus High, East Orange, NJ

SKILLS

- Shipment planning
- Route Management
- Package labeling
- Quality control
- Vendor relationship management
- Document drafting
- Clerical Support
- Problem-Solving
- Flexible and Adaptable
- PPE Compliance
- Training and Development
- Active Listening
- Teambuilding
- MS Office
- Organization and Time Management
- Planning and Coordination

EXPERIENCE

Shipping clerk / Premier Specialties Inc dba OnScent

Middlesex, New Jersey

November 2022 - Current

- Communicated with vendor representatives to resolve damaged shipments and item shortages.
- Investigated and adopted optimal shipping and receiving strategies by selecting best carriers, routes and methods to minimize costs and enhance schedules.
- Maintained accurate computer records of materials weights, bill amounts and identified variances.
- Check and create bills of lading, outgoing package paperwork and other documentation for accuracy.
- Organized storage areas to optimize materials movements and minimize labor hours.
- Worked effectively with shippers to resolve shipment issues.
- Create certificate of origin and commercial invoice.
- provide customers with a certificate of analysis.

Shipping Clerk / Shipping Lead |Gourmet Foods International,

West Caldwell, New Jersey -

June 2017 - November 2022

- Communicated with vendor representatives to resolve damaged shipments and item shortages.

- Investigated and adopted optimal shipping and receiving strategies by selecting best carriers, routes and methods to minimize costs and enhance schedules.
- Maintained accurate computer records of materials weights, bill amounts and identified variances.
- Checked bills of lading, outgoing package paperwork and other documentation for accuracy.
- Organized storage areas to optimize materials movements and minimize labor hours.
- Processed required paperwork to expedite handling of shipped and received goods.
- Inspected incoming and outgoing shipments to identify discrepancies with records.
- Worked effectively with shippers to resolve shipment issues, damaged materials and shortages.

Head Counselor / Bus Aid / Summer Camp Aid | Holy Trinity June 2012 - August 2017
East Orange, NJ -

- Protected children in-class, at recess and off-site with observational skills and positive reinforcement for good behavior.
- Helped new preschool children get used to classes by giving one-on-one support.
- Organized activities to teach preschool children foundational learning skills such as letters and numbers.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests and classroom progress.
- Used Microsoft Word and other software tools to create documents and other communications.
- Implemented camp activities fostering physical, social and emotional growth.
- Cared for personal and health needs of disabled campers.
- Supported children by actively listening and offering encouragement.
- Counseled individuals on self-discipline and personal accountability.
- Led groups of children safely through variety of camp activities.

Bus Aide/ After-School Program Assistant September 2008 – June 2013
Holy Trinity, East Orange, NJ

- Assisted in providing safe and reliable transportation for 28 students Kindergarten to 8th grade.
- Maintained regular attendance during and after transportation to Holy Trinity.
- Monitored students and assisted with homework assignments.

Cashier July 2010- September 2011
Family Dollar, East Orange, NJ

- Checked out customers at the cash register.
- Assisted customers while providing a friendly and professional attitude.
- Assisted in recovering each aisle and maintaining a clean and organized store.

Package Handler
Imex, Newark, NJ

September 2013 – March 2014

- Scanned and bagged packages ensuring accurate delivery.
- Assisted in unloading trucks

Cashier
Boar's Head, Newark, NJ

April 2014 – September 2014

- Greeted and checked out customers while maintaining a friendly attitude.
- Operated and maintained an accurate and balanced register.
- Maintained cleanliness of work area.
- Stocked and organized designated areas.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.