

Nicole Sisson

Calhoun, GA 30701

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Interview Availability: Mon - Fri open availability on 24 hrs notice

- Dedicated professional with strong front desk experience and a proven ability to handle visitor coordination duties effectively.
- Skilled in logging visitors, managing deliveries, and ensuring smooth communication with inbound and outbound drivers.
- Experienced in working closely with warehouse teams and maintaining security through camera monitoring and gate control.
- Proficient in inventory checks and quality control procedures.
- Reliable and detail-oriented, ensuring all operations run smoothly and efficiently.

Work Experience

Shipping Clerk

Columbia Recycling-Dalton, GA

February 2024 to August 2024

- Coordinated shipping schedules and ensured timely dispatch of materials.
- Managed inventory records and updated shipment logs.
- Communicated with carriers to confirm pick-up and delivery times.
- Assisted with loading and unloading materials as needed.
- Resolved any discrepancies between shipment documents and actual materials.

Operations Supervisor

Xpress Global Systems, LLC.-Resaca, GA

October 2022 to February 2024

- Monitored and updated inventory management systems for accuracy.
- Coordinated with drivers to schedule pick-ups and deliveries.
- Managed shipment documentation, ensuring compliance with regulations.
- Assisted in resolving issues related to damaged or missing goods.
- Supported warehouse operations by maintaining organized workspaces.

Shipping Clerk

QEP-Dalton, GA

January 2022 to October 2022

- Processed shipping orders and prepared bills of lading.
- Coordinated with warehouse staff for efficient loading of goods.
- Ensured proper labeling and packaging of all outbound shipments.
- Assisted with cycle counts and inventory management.
- Communicated with customers regarding shipment status and delays.

Shipping Lead

VTI-Rome-GA

December 2020 to January 2022

- Scanned and inspected all countertops before loading, ensuring no damage and maintaining top-notch quality standards.
- Utilized the AS400 system to efficiently manage and document product loads.
- Oversaw the loading and shipping processes, ensuring timely and accurate delivery of products.

Data Entry Clerk

CJ Logistics-Dalton, GA

January 2020 to September 2020

- Managed and processed paperwork for truck drivers, ensuring accurate documentation for all incoming and outgoing shipments.
- Scanned products for shipment, ensuring quality control standards were met before loading.
- Inspected all parts for quality assurance prior to loading onto trucks, maintaining high standards in the shipping process.

Education

High school diploma

Skills

- Data entry clerk
- Shipping/Receiving
- Clerical
- Packaging
- Labelling
- Material handling
- Dispatching
- Inventory
- Delivery management
- Front Desk
- Documentation
- Quality Control
- Logistics
- Manufacturing
- Warehouse experience
- Customer service
- AS400
- Microsoft Office
- Order Picking
- 3PL (3 years)

- Microsoft Word
- Forklift
- Load & Unload
- SAP
- Freight Experience
- Warehouse Management
- Quality Assurance
- Inventory Control
- Warehouse Supervisor Experience
- Quality Inspection
- Reach Truck
- Warehouse Distribution Experience
- 5S
- Supervising Experience
- Pallet Jack
- Order Picker
- Microsoft Powerpoint