

# Miecho Saffo

St. Louis, MO 63133

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To add value to company with my skills in Assembly, Fulfillment, Shipping, Receiving, and Production, while further enhancing my skills in accordance with a company's objectives

## Work Experience

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### **Delivery**

Post Mates - St. Louis, MO

December 2018 to Present

- Pickup and delivery
- Checking that all orders are accurate
- Deliver in a timely manner
- Great customer service
- Over 500 happy deliveries made

### **Production/shipping**

Wee Ones - Earth City, MO

September 2017 to Present

- Set up and operation of dye sublimation machines.
- Heat transfer presses and digital printers
- Inventory control and customer care Accomplishments set up and operation of 2 digital printers.
- Basic supervision of operations of machines.
- Preparation of digital files using excel
- management of digital printer, laminator and cutter
- Cutting of ribbon to press
- Operation of a heat press
- Use of specialized software for printers and inventory management
- Supervision of fellow employee
- Shipping of all inventory, domestic and international
- Use of Microsoft office, word, excel

### **Fulfillment/Shipping**

Gabriel Group - Earth City, MO

August 2014 to September 2017

- Receive work tickets from Direct Response software through 3rd party
- Read order to determine accuracy
- Picked customer orders
- Ensured that the accurate number and type of product was picked
- Obtained products from bins and shelves and pack
- Maintained material handling tools

- Ensured orders are staged in array of delivery
- Ship orders according to ship destination, Ground, Next Day Air, International (with documentation), local couriers
- Prepared BOL's, packing slips and any necessary documentation for shipment destination,
- Forklift (not certified), electric pallet hand jack
- Quality control
- Proficient in Direct Response inventory management software
- Proficient in Clipper ship, Fed ex, and World ship for shipping

### **Data Entry, Encoding**

American Staffing - Maryland Heights, MO  
May 2013 to August 2014

- Entered numerical data in database in a timely and accurate manner.
- Scanned documentation and entered into the database.
- Added new material to files record and created new records
- Organizing files and collecting data to be entered into the computer.
- Analyzing the data for errors.
- Reporting problems with the data.
- Accurately entering information into various computer programs.
- Keeping sensitive customer or company information confidential.

### Education

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#### **High school diploma**

Henry County High School - McDonough, GA

### Skills

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- Forklift
- Pallet Jack
- Order Picking
- Warehouse Experience
- Microsoft Word
- RF Scanner
- Quality Inspection
- Shipping & Receiving
- Reach Truck
- Packaging
- Freight Experience
- Materials Handling
- Delivery Driver Experience
- Quality Control
- Assembly
- Manufacturing

- Merchandising

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**