

ROWENA LUIZ

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- Inventory Management
- Shipping, Receiving & Warehouse/Distribution Center Experience
- Office Clerk/Data Entry
- Strong Attention to Detail and Organizational Skills

Work Experience

Stockroom Clerk

J & J Technologies Inc. - Wareham, MA

June 2021 to Present

- Accurately pull components for kit orders
- Send completed kits to production floor per due dates
- Record shortages, discrepancies and inform purchasing department
- Retrieve missing components for production associates
- Utilize company specific software such as PCMRP
- Place received and returned inventory in designated locations
- Perform physical counts and make adjustments
- Print pick lists, Dymo labels and perform data entry
- Organize and maintain stockroom
- Assist with special projects as needed

Warehouse Lead

STANDARD MODERN Co. Inc. - New Bedford, MA

June 2016 to November 2020

- Organized warehouse and assigned product locations in computer
- Performed physical counts and maintained inventory in EPMS database
- Assisted sales reps, CSR's and other company personnel with any inventory questions
- Printed documents and labels for shipments and receivings
- Prepared and labeled orders for daily deliveries
- Processed UPS shipments
- Copied, scanned and faxed BOL's and purchase orders
- Received, verified, stored and distributed material throughout warehouse
- Recycled expired, damaged and unwanted product per customers request
- Scheduled recycling truck for pick ups
- Operated Pitney Bowes postage machine for daily shipments
- Operated heavy equipment such as stand on jacks and stand up fork lifts

Profiling Coordinator

SPORTS LICENSED DIVISION OF THE ADIDAS GROUP - Mattapoisett, MA

February 2006 to October 2015

- Profiled/De-profiled product based on demand report
- Tracked product movement into and out of forward pick, such as daily receiving
- Performed data entry and maintained inventory in forward pick area
- Interacted daily with production office, warehouse staff, supervisors and managers
- Prepared replenishment batches for warehouse personnel
- Assisted with inventory issues, made adjustments when needed
- Processed computer generated shipping labels and back to stock labels

Production Control Clerk

NEW ENGLAND PLASTICS CORP. - New Bedford, MA
March 2004 to February 2006

- Prepared purchase orders and bill of lading
- Filing, faxing, answered phones and greeted visitors
- Trusted as a key holder
- Performed data entry
- Tracked inventory throughout departments
- Prepared FEDEX/UPS labels, assisted in shipping department

Customer Service Representative (part Time)

SILVER CITY GALLERIA - Taunton, MA
September 2003 to May 2004

- Answered phones, run cash register and visa machine
- Assisted customers with any concerns or complaints
- Communicated with management and security personnel
- Sold gift certificates, rented strollers and wheelchairs

Traffic Control Office Clerk

NORTHERN WIND INC. - New Bedford, MA
September 2002 to March 2004

- Booked airline cargo flights/prepared FEDEX labels
- Tracked shipments via Internet/telephone
- Performed data entry
- Filled in as dispatcher/filed freight claims
- Interacted daily with sales staff and customers

Education

Introduction to Computers

NEWBURY COLLEGE - New Bedford, MA, US

Skills

- Basic Microsoft Office Knowledge
- Inventory Management
- Shipping, Receiving & Warehouse experience
- 10+years of Office Clerk Experience

