

# TESS GETTEL

Gilcrest, CO 80623

720-320-4535 - tessmarie7@msn.com

## PROFESSIONAL SUMMARY

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Detail-oriented Warehouse Supervisor provides warehouse organization and team management skills developed over 3 years of superior performance in warehouse positions. Educates employees with acquired knowledge of shipping and receiving documentation, warehouse safety and inventory management.

## SKILLS

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- Order Picking Supervision
- Shipping and Receiving
- Staff Management
- Effective Prioritization
- Warehouse Organization
- Forklift Operation

## WORK HISTORY

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07/2022 to Current

### **Warehouse Supervisor**

**Aqua-Hot Heating Systems** – Frederick, CO.

- Supervised shipping and receiving, distribution and workplace safety.
- Maintained high levels of accuracy in daily operations.
- Completed daily operations on time and maintained high standards of accuracy.

06/2020 to 07/2022

### **Shipping Lead**

**Aqua-Hot Heating Systems** – Frederick

- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Sent booking requests to freight forwarders and generated bills of lading.
- Collaborated with internal departments to verify customer satisfaction and order accuracy

11/2019 to 06/2020

### **Pick and Pack Associate**

**Aqua-Hot Heating Systems** – Frederick

- Performed required housekeeping to keep work areas clean.
- Proved successful working within tight deadlines and fast-paced environment.
- Collaborated with team members to achieve daily goals and meet company objectives
- Completed daily orders with expert picking and packing of shipments

01/2018 to 11/2019

### **Receptionist- Order Entry**

**Aqua-Hot Heating Systems** – Frederick

- Completed accurate order entry and data verification.
- Communicated with customers to answer questions and tracked packages when necessary.
- Processed cash payments and credit and debit card transactions.

## **EDUCATION**

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05/2012

**Associate of Science: Baking And Pastry Arts**  
**Johnson & Wales University - Denver - Denver, CO**