

MELISSA HAMIL

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Objective

I am a very motivated individual with 18+ years in warehouse experience. I am looking to become member of a team that values hard work and dedication. I enjoy working in a fast-paced environment and being able to accomplish my goals in a friendly and timely manner. I am willing to put in extra time and work to ensure that the job is completed to the best of my ability.

Skills

- Product placement
- Customer returns
- Package preparation
- RF Unit operation
- Loss prevention
- Pallet jack operation
- Forklift operation
- Shipping and receiving
- Inventory control
- Order filling
- Familiar with OSHA regulations
- Reliable and flexible
- Problem solving
- Group and individual projects

Experience

Shipping/Receiving Clerk
Kayser Automotive Systems

March 2018 to May 2019

- Received in all products and supplies for the warehouse and booked into SAP operating system.
- Labeled all incoming and outgoing freight and placed in proper areas of warehouse.
- Loaded and unloaded all freight with forklift in a timely and safe manner.
- Informed management and purchasing when discrepancies occurred.
- Spot check inventory levels to ensure accuracy.
- Complied with all safety, environmental and quality control regulations.
- Engaged in yearly inventory of entire warehouse.

Forklift Driver
Kayser Automotive Systems

October 2017 to March 2018

- Relocating materials from storage to machines for production.
- Locate finished product from machines to outgoing storage locations.
- Spot check daily inventory counts to ensure that all material is accurate and accounted for in SAP system.
- Conduct yearly inventory.

- Set up all machines with proper materials, bags, boxes, and ropaks for shift production.
- Check in all deliveries and check BOLs to ensure delivery is accurate.
- Daily loading and unloading of trucks with forklift.

Logistics Specialist

June 2001 to June 2017

AmerisourceBergen Corporation

- Relocated products in warehouse with RF unit, based on reports from customer usage data to make the workflow move more efficiently and timely.
- Performed cycle counts and conducted monthly and yearly inventories.
- Verified purchase order documents and any discrepancies with vendors per company and vendor policies.
- Handled customer returns based on company and vendor policies.
- Performed daily duties of receiving, stocking, order filling, and package preparation.
- Utilized various computer programs such Microsoft Outlook, Word, Excel, PKMS, and SAP to perform a variety of daily tasks.
- Helped in the training of new employees so that they might better understand the many job functions of each department in the warehouse.
- Volunteered to learn many job duties in all departments of the warehouse in order to be of assistance when needed.
- Maintained a clean and safe work environment, and attended all scheduled health and safety meetings.

Bakery/Deli Associate

October 1998 to June 2001

E.W. James & Sons Supermarket

- Performed daily stocking and restocking of retail sales display cases.
- Prepared fresh bread, cakes, cookies, doughnuts, and pies on a daily basis to restock display cases and fill customer specific orders.
- Maintained a clean and safe work environment free of spills to comply with company accident free safety policy.
- Performed monthly inventories.
- Established excellent customer service to retain repeat business.
- Handled large volume and customer specific orders in a friendly, safe, timely manner.
- Attended all team meetings and OSHA trainings.

Convenience Store Manager

April 1998 to October 1998

Duke & Long Distributing Company (formerly Hadley Oil Company)

- Performed excellent customer service to entice repeat customers.
- Created employee schedules and conducted employee training.
- Completed various daily reporting such as, profit and loss margin, mark-up/mark-down, purchase order verification, time-clock payroll.

- Maintained inventory and put through orders for product needed.
- Daily till preparation for all employees.
- Performed damage control and vendor returns.

Convenience Store Clerk

November 1994 to April 1998

Hadley Oil Company (sold to Duke & Long Distributing Company)

- Conducted excellent customer service to maintain repeat customers.
- Performed daily cleaning and restocking tasks.
- Handled various cash, credit card, and fuel card, transactions with POS system.
- Maintained daily inventory levels and called in orders to vendors for product replenishment.
- Conducted cooking, cleaning, and customer service duties during breakfast and lunch rush.

Education

Graves County High School

Graduated May 23, 1991

- Received General Diploma with honors in Mathematics.