

Michelle Dismuke
Princeamirlegacy1@yahoo.com
925 South 3rd Street

Rockford, IL 61104
779-348-4167

OBJECTIVE: Position in Shipping and Receiving or Warehouse

SUMMARY OF QUALIFICATIONS

Shipping/Receiving

- Accurately filled orders: prepared, wrapped, weighed and loaded items for shipping according to packing slips
- Processed all invoicing, freight forwarding and packing slips
- Used computerized system to verify and pull inventory
- Shipped orders daily; followed all procedures and kept accurate records

Warehouse/Inventory

- Supervised loading and unloading of goods, ensuring that merchandise was handled with care and placed correctly in warehouse
- Monitored inventory paperwork and ordering, to keep warehouse fully stocked
- Kept warehouse items neatly organized to facilitate ordering of new inventory

Communication/Problem Resolution

- Resolved a wide range of problems, including missing merchandise, delivery cancellations, damaged merchandise and incomplete deliveries
- Discussed shipping and packing issues with co-workers and management to develop improved practices
- Trained new warehouse workers from various ethnic backgrounds

WORK HISTORY

SSI Technologies, 608-758-1500 2017-present

1309 Plainfield, Avenue, Janesville, WI

Anderson and Packing, 815-484-8900 2001-2005

4545 Assembly Drive, Rockford, IL

Rockford Products, 815-397-6000 2006-2013

7007 Harrison Avenue, Rockford, IL

REFERENCES AVAILABLE UPON REQUEST