

Jeannette Sinsun

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SUMMARY OF QUALIFICATIONS

- Strong analytical, problem solving and organizational skills
- Strong written and verbal communication skills
- Independent worker, self-starter, detail and service oriented
- Ability to meet deadlines, punctual, dependable, and works well under pressure
- Knack for understanding procedures and logistics

Lordahl Manufacturing

Shipping Department Lead
01/2017-Current

- Inventory Control
- Stocking
- Picking/packing
- Shipping/Receiving
- Responsible for the daily direction of the Shipping Department
- Ability to get outgoing materials to their destination accurately and on-time
- Reliable and dedicated, letter of recommendation from the Operations Manager

AbbVie

Production Operator-Bottle Team Member
8/2013-12/2016

- Proficient in Packing and Palletizing
- Selected to train incoming Contractors due to high level skill set
- Demonstrated proficiency in Label and Case Print Inspection
- Exclusively selected as a member of The Survanta and Humira Packaging Teams
- Knack for understanding procedures and logistics
- Demonstrated high-competency for Product Inspection and placed on the Belt-Sorting Team

GENCO ATC PRODUCT LIFECYCLE LOGISTICS

ATC Logistics & Electronics
05/2012- 06/2013

- Lead Tester
- Testing Mobile Phones/ All Platforms
- Cleaning & repairing
- Pre-kitting, Warehouse picking & packing
- Prepared for assembly department

SIS Sales Galaxy

07/2010-08/2011

Shipping& Receiving specialist

- Shipping products
- Matching products to paperwork & making sure matched
- Unpacking & packing products to ship
- Unpacking & testing products for quality and assurance
- Data entry

Acco Brands

11/2009-03/2010

Tester

- Testing Laminating equipment
- Data entry
- Scanning boxes and labeling
- Warehouse shipping and receiving

BFG Technology

04/2004-09/2009

Lead Tester / Shipping& receiving specialist

- Testing Graphic video cards
- Cleaning & repairing graphic video cards
- Prepared for assembly department
- Warehouse picking, packing, & shipping responsibilities

EDUCATION

East High School, Waukegan, IL 1983

G.E.D

College of Lake County; Waukegan, IL