

Estelle Franklin
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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 high volume of 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

Warehouse Worker, 2000-2002

Fred Meyer Distribution Center, Clackamas, Oregon

Shipping/Receiving, 1999-2000

Axelrod Press, San Jose, California

Production Line Worker, 1998-1999

Colonial Products, San Jose, California

EDUCATION

Associate of Applied Science in Management, anticipated 2004

Portland Community College, Portland, Oregon
