

BRETT SMITH

CV

📍 5514 Camp Rd, Lavalette, Thornton, Colorado 25535 📞 (681) 204 7100 ✉ example@cvmaker.com

Hard-working and dependable warehouse fulfillment specialist seeking to join the team at Davis 3PL in Denver. Extremely competent at picking and packaging, using cloud-based inventory control software, order fulfillment, and working with multiple shipping carriers. A proven record of meeting deadlines, organizing inventory, cloud-based data entry, solving problems and working unsupervised. Always channels constructive criticism into positive lesson learning and strives to maintain a positive demeanor.

RELEVANT EXPERIENCE

Fulfillment Specialist

Aug 2018

Jackson & Son Fulfillment, La Jolla, Calif.

Currently serving as a package fulfillment specialist for Jackson & Son Fulfillment, a third-party logistics company in La Jolla, California. Working a limited part-time schedule while I complete my third year at the University of California San Diego. Common duties include:

- Answered telephone calls and customer emails and directing inquiries to eCommerce.
 - Scheduling deliveries of products shipping to customers across the United States.
 - Organizing packaging supplies, counting inventory, and documenting counts in a cloud-based software program.
 - Communicating with delivery companies, signing for parcels, and respecting all vendors.
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EDUCATION

High School Diploma

Sep 2015 - Jun 2018

El Camino High School, Oceanside, California

REFERENCES

Ronald Jackson

Jackson & Son Fulfillment

On Request

Herb Stein

El Camino High School

On Request

SKILLS

Customer Service	Expert
Fulfillment	Experienced
Time Management	Experienced
Inventory Control	Experienced
Multitasking	Skillful
Organization	Skillful