



Resume of Applicant #201725

Professional Summary:

Experienced Shipping and Receiving Coordinator with 29 years of experience supporting shipping and receiving operations, order processing, customer and vendor communication, inventory tracking, billing support and administrative office functions.

Skilled in QuickBooks, Microsoft Office, data entry, order documentation, records management, OSHA and NJDEP reporting and problem resolutions.

Recognized for maintaining organized workflows, supporting accurate records, responding to urgent requests and helping ensure incoming and outgoing orders are processed accurately and on time.

Skills:

- Shipping and receiving operations.
- Logistics management.
- Order processing and order fulfillment.
- Inventory tracking and inventory support.
- Billing support and invoice documentation.
- Customer service and vendor relations.
- Quote requests and order status updates.
- QuickBooks.
- Microsoft Office, Word, Excel and Outlook.
- Data entry and records management.
- Shipment tracking and documentation.

- Administrative support and office coordination.
- Problem solving and multitasking.

Professional Experience:

1997-Present Engineered Plastic Stirling, NJ

Shipping and Receiving Coordinator

- Coordinate daily shipping and receiving operations, supporting the accurate and timely processing of incoming and outgoing orders.
- Serve as a primary point of contact for customers and vendors, responding to order inquiries, quote requests, shipment updates and problem resolution matters by phone and email.
- Manage end to end order processing, including entering order information, tracking documentation, updating records and supporting shipment accuracy.
- Use QuickBooks and Microsoft Office to enter orders, maintain billing and inventory records, review documentation and support daily office operations.
- Support inventory tracking and billing functions by maintaining accurate records and helping ensure information is properly documented and updated.
- Communicate with internal staff, customers and vendors to resolve order issues, clarify shipment details and keep operations moving efficiently.
- Assist with records management, data entry, customer files, vendor documentation and general administrative support.
- Trusted as a dependable point of contact for urgent requests, operational questions and daily problem solving within a fast-paced work environment.
- Maintain organized workflow and documentation to help ensure orders are processed accurately, efficiently and on schedule.

1992-1997 Lucent Technologies Murray Hill, NJ

Administrative Assistant

- Provided administrative support to office staff and management, including scheduling, correspondence, document preparation and general office coordination.

- Used Microsoft Office to create, edit and maintain spreadsheets, reports, presentations and business documents.
- Answered phones, routed calls, responded to basic inquiries and assisted customers, vendors and internal staff with communication needs.
- Supported office organization through filing, data entry, records maintenance and document management.
- Assisted with daily administrative tasks while maintaining professionalism, accuracy and confidentiality.

Education:

1988 Cititone Institute Certificate in Business Administration Woodbridge, NJ

1986 Plainfield High School High School Diploma Plainfield, NJ