
Voice Picker Resume

Job Objective

Highly-motivated Voice Picker seeking position with company in which to put my experience to good use.

Highlights of Qualifications:

- Highly experienced in electronic voice-command based picking and delivery of customer orders
 - Profound knowledge of customer service and sales concepts and techniques
 - Operational knowledge of computerized voice picking headsets and systems
 - Proficient in using computers, RF scanners and electric pallet jack
 - Ability to develop and retain positive relationships with customers
 - Ability to manage and maintain inventory supplies and items, efficiently
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Professional Experience:

Voice Picker
Owens & Minor, Kansas City, KS
August 2012 – Present

Responsibilities:

- Picked, packed, and prepared merchandise for shipment to store and for restocking shelves.
 - Pulled orders according to electronic voice command issued by voice prompt software.
 - Picked items from warehouse and packed orders, properly and carefully.
 - Verified delivery location for all orders and updated location database, correctly.
 - Stacked, arranged, and secured all ordered items on the pallets.
 - Used electric pallet jack and transported pallets to shipping platforms, safely.
 - Scanned all packed orders prior to shipping and shipped them, on time.
 - Compared and matched all product number and order description, efficiently.
 - Received, stored, and maintained all inventory of items and supplies.
 - Prepared, maintained, and corrected reports and records related to inventory and orders.
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Education:

High School Diploma
Island High (Continuation), Alameda, CA

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