

Emily Haynes

Indianapolis, IN 46260

emilyhaynes517@gmail.com

+1 317 353 5411

Willing to relocate to: Indianapolis, IN - Westfield, IN - Noblesville, IN

Work Experience

Order Entry Clerk

Milwaukee Tool-Greenwood, IN

May 2023 to Present

- Data entry of power-tools,
- Exceed in time management
- Efficiently work independently, and with others as needed
- Meet quota daily
- Attention to minor details
- Assist other departments as needed
- Have individually maintained a daily efficiency of over 100% for two years
- Easily adaptable to new tasks
- Communicate any issues found in processes to ensure all processes flow smoothly
- Train new employees
- Complete paperwork for both customers and the business
- Maintain a safe, clean work environment
- Communicate areas of improvement for the company and workflow processes

Logistics Associate

Harbor Freight Tools-Claremont, NH

November 2021 to December 2022

- Load and unload trucks
- Maintain stock of the store
- Maintain a safe, clean work environment in the warehouse and on the sales floor
- Replenish items as needed
- Assist customers as needed
- Load and unload equipment from/to customer's vehicles
- Crossed trained in area of sales
- Assist customers with purchases, returns, warranties, and location of products
- Answer phone calls from customers efficiently and effectively
- Manage time efficiently to ensure all daily tasks are completed
- Recommend products to new and returning customers
- Maintain an up-to-date knowledge of products offered on sales floor
- Complete paperwork for both customers and business
- Maintain a positive customer-business relationship

Education

GED

Noblesville High School-Noblesville, IN

April 2023 to April 2023

High school diploma or GED

Skills

- Crew management
- Order fulfillment
- Typing
- Order entry
- Overseeing training
- Organizational skills
- Supervising experience
- Microsoft Word
- Data entry
- Computer literacy
- Computer skills
- Vehicle hand washing
- Assisted living
- Customer service
- English
- Computer operation
- Basic math
- Receiving shipments
- Logistics
- Communication skills
- Driving
- Microsoft Excel
- Mobile devices
- Sales
- Microsoft Outlook
- Attention to detail
- Windows
- Vehicle exterior washing
- Microsoft Office

Languages

- English

Certifications and Licenses

Driver's License