CHIMERE BUCHERT

Order Processor

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(262) 120-2939
123 Desert Breeze Rd, Albuquerque, NM 87120

PROFILE

Detail-oriented Order Processor with 1 year of experience in efficiently handling customer orders, managing inventory, and providing exceptional support to sales teams. Proficient in data entry, order tracking, and invoicing using various software platforms. Demonstrated ability to meet deadlines and maintain high levels of accuracy in a fast-paced environment. Committed to ensuring customer satisfaction and streamlining order processing procedures.

LINKS

linkedin.com/in/chimerebuchert

SKILLS

Data Entry

Inventory Management

Customer Service

Microsoft Excel

Order Tracking

Invoicing

Time Management

LANGUAGES

English

Portuguese

HOBBIES

EMPLOYMENT HISTORY

Order Processor at Sandia National Laboratories, NM
Apr 2023 - Present

- Successfully processed over 1500 orders per month, maintaining a 99% accuracy rate and ensuring timely delivery of essential equipment for Sandia National Laboratories projects.
- Streamlined the order processing system by implementing new software, resulting in a 20% reduction in order processing time and a 15% increase in overall efficiency.
- Trained and mentored 10 new Order Processors, contributing to a 30% increase in the team's productivity and significantly reducing training time by developing comprehensive training materials.
- Identified and resolved over 300 discrepancies in the inventory management system, ensuring accurate record-keeping and preventing potential delays in order fulfillment.

Order Processing Specialist at Los Alamos National Laboratory, NM
Jul 2022 - Feb 2023

- Successfully processed and managed over 500 complex orders per month, resulting in a 99% on-time delivery rate, and contributing to the laboratory's operational efficiency.
- Streamlined the order processing system by implementing an automated tracking system, which reduced manual data entry by 60% and increased overall team productivity by 25%.
- Consistently maintained a 98% accuracy rate in order processing, ensuring minimal errors and delays, and contributing to improved customer satisfaction levels.
- Collaborated with cross-functional teams to identify and resolve over 100 order discrepancies per quarter, reducing rework and saving the laboratory an estimated $50,000 annually.

EDUCATION

Associate of Applied Science in Business Administration at Central New Mexico Community College, Albuquerque, NM
Aug 2018 - May 2022

Relevant Coursework: Business Communications, Principles of Management, Business Law, Marketing, Accounting, Economics, Human Resources, Project Management, and Business Ethics.

CERTIFICATES

Certified Professional in Supply Management (CPSM)
Jan 2022