

## GROCERY CLERK

### Experience

Grocery Clerk , 07/2012 to 05/2014

Company Name â€“ City , State

- Used pallet jacks and hand trucks to move merchandise to the sales floor for stocking.
- Checked product shelves to make sure that they contained proper price labels and handled price changes when requested by the manager.
- Pleasantly greeted customers and provided prompt and courteous service at all times.
- Maintained a safe, neat and clean working environment at all times.
- Built displays and hung signage for products.
- Operated various types of equipment including balers, power jacks and slicing machines.
- Rotated grocery products ensuring that expired or spoiled items were immediately removed and adhered to the "first in, first out" rule.
- Removed trash, swept and mopped floors for a professional appearance.
- Received and unloaded new items upon delivery and checked products for damage and order accuracy.
- Assisted customers with price checking and finding requested items in the store.
- Recommended products to customers to drive sales.

UAV Technician Avionics/Maintenance Technician , 05/2014 to 05/2015

Company Name â€“ City , State

- Install, remove, inspect, test, maintain and repair systems, components and ancillary equipment.
- perform launch, recovery, and other flight line operations at the organizational maintenance.

Box Truck Driver/Technician , 06/2015 to 04/2016

Company Name â€“ City , State

- Inspected the truck for defects and safe operating condition before, during and after trips.
- Established and maintained excellent customer relationships.
- Safely loaded and unloaded deliveries according to size of load and content description.
- Inspected tires, lights, brakes and gas, oil and water levels.
- Reported all accidents, damage and malfunctions involving company equipment to management.
- Answered customer questions regarding delivery promptly and accurately.
- Used Hand tools to build crates Hang chandeliers and TV's Connect/Disconnect Washers and dryers Set up grandfather clocks.

Picker/Ambassador , 04/2016 to 09/2016

Company Name â€“ City , State

- Pulled orders in an efficient manner to maintain demanding productivity goals.
- Utilized system to receive orders and directions to correct item locations.
- Printed labels, packaged boxes and loaded into outbound containers.
- Removed items from shelves or storage bins and scanned tags.
- Picked products for specific routes according to pick sheets.

Delivery Driver , 09/2017 to 01/2018

Company Name â€“ City , State

- Communicated customer complaints, requests and feedback to company management.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Routinely answered customer questions regarding merchandise and pricing.
- Worked night and weekend shifts during holiday season.
- Operated a cash register for cash, check and credit card transactions.

Stower , 10/2017 to 01/2018

Company Name â€“ City , State

- Filled customer orders with efficiency and accuracy.
- Maintained a clean and organized workspace.
- Studied company safety procedures and emergency protocols.
- Sorted products onto shelves according to type.
- Separated damaged items from functional ones before placing them on shelves.
- Divided cargo received by account Number and intended location.
- Tracked time spent on assignments each day for productivity reporting.

Warehouse Manager/Driver , 09/2016 to 04/2018

Company Name â€“ City , State

- Trained new staff on job duties, company policies and safety procedures for rapid onboarding.
- Provided updates on critical shipments to the corporate departments and customers who requested them.

- Implemented and enforced all policies and procedures for the entire logistics department.
- Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.
- Handled employee conflicts in the most efficient manner and while following all company procedures.
- Ensured all warehouse personnel were properly trained and certified on equipment, including forklifts and pallet movers.
- Picked up incoming stock and delivered materials to designated locations.
- Drafted budgets, monitored warehouse costs and reduced expenses when possible.
- Maintained accurate stock records and schedules.
- Conducted monthly inventories of materials on the work floor.
- Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
- Oversaw hiring and training of new employees Tracked time spent on assignments each day for productivity reporting.

Apparel Clerk/PIC , 12/2017 to 04/2018

Company Name " City , State

- Engaged with customers in a sincere and friendly manner.
- Worked with the management team to implement the proper division of responsibilities.
- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Actively pursued personal learning and development opportunities.
- Cleaned and organized the store, including the checkout desk and displays.
- Completed all daily tasks and special assignments with an efficient and quality-driven approach.
- Priced merchandise, stocked shelves and took inventory of supplies.
- Built relationships with customers to increase likelihood of repeat business.
- Assigned work to team members based on company needs, personal strengths and job knowledge.
- Verified that all customers received receipts for their purchases.
- Used time efficiently when not serving customers, including folding clothes and cleaning out fitting rooms.
- Prioritized helping customers over completing other routine tasks in the store.
- Followed merchandising guidelines to present visually appealing displays.
- Mentored new sales associates to contribute to the store's positive culture.
- Maintained established merchandising standards, including window, sales floor and promotional displays.

Steel Worker , 04/2018 to Current

Company Name " City , State

- Identified potential jobsite issues and spoke with supervisors to immediately determine effective solutions.
- Operated all heavy machinery in the safest manner to avoid injuries and accidents.
- Used hand tools to change worn cutting tools.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Prepared and administered preventative maintenance work orders.
- Kept site work safe and in line with budget, schedule and applicable building codes.
- Attended monthly safety meetings to ensure machine operation safety.
- Inspected machine parts for conformance to product specifications.
- Met production goals by maintaining cost effective levels of spare parts inventory.
- Responsible for wide variety of duties including, pipe fitting, painting, carpentry, electrical repair, installation, building repair.
- Promoted shop safety by working in a safe manner.
- Informed supervisors when machines needed major service.
- Prepared and cleaned construction sites by removing debris.
- Loaded and unloaded building materials used for construction.

Education

High School Diploma : 2013

Auburn Mountainview High School - City , State

Summary

Collaborative individual well-versed in using heavy machinery on job sites. Physically capable of climbing scaffolding and willing to work any shift necessary. Dedicated worker known for providing daily updates to supervisors and considered a team-oriented player/communicator.

Skills

approach, Backhoe, Bobcat, budgets, budget, building codes, carpentry, cash register, closing, Basic computer skills, content, credit, delivery, Dependable, Driving, forklift, forklifts, functional, Hand tools, hand trucks, hiring, inspect, inventory, logistics, machine operation, machinery, materials, math, meetings, merchandising, window, Works, neat, oil, organizational, painting, personnel, pick, policies, power tools, pricing, protocols, quality, Fast learner, reporting, Safety, sales, team player, TV, type, written communication