

# Personal Information :

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## Skills :

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- Loading and unloading
  - Logistics
  - Order picking and processing
  - Shipping and Receiving
  - Auditing/ Inventory Management
  - Heavy Lifting
  - Product Knowledge and Verification
  - Hazardous Materials Handling
  - Microsoft word and Excel (balance Sheets)
  - Sales strategy development
  - Sales process
  - Negotiation/ communication skills
  - Team and Networking development
  - Profits and losses tracking
  - Machinery inspection
  - Multi- tasking efficiency

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## Work Experience:

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August 2019 - October 2019

Shoe Dept. - Tarentum, PA

Shoe Lead Merchandising Associate

Regularly checked top-selling merchandise lists and worked with managers to promote merchandise of interest to optimize sales.

Worked closely with individual customers to identify unique needs and supply appropriate products.

Trained and managed merchandising associates to uphold company standards in customer service and product information.

Monitored inventory changes and ordered replenishments for stock to support customer demand.

Educated customers on promotional events and monitored inventory for events to improve overall experiences.

Maintained a well-organized stockroom, enabling efficient replenishment of the sales floor and minimizing out-of-stock occurrences.

Analyzed sales data to identify top-performing items or styles within the shoe department, using this information to inform future merchandising decisions and inventory allocations.

Developed eye-catching window displays that enticed passersby to enter the store, resulting in increased foot traffic and potential sales opportunities.

Assisted in training new team members, sharing expert knowledge on shoe product lines and best practices in visual merchandising.

Facilitated smooth operations during high-volume periods by effectively managing multiple tasks simultaneously while maintaining excellent customer service standards.

Boosted sales revenue through the effective display of merchandise, ensuring optimal visibility and accessibility for customers.

Coordinated closely with other departments to ensure seamless execution of cross-merchandising initiatives, maximizing exposure for both shoe and complementary product categories.

October 2019 - January 2020

Olive Garden Restaurant - Tarentum, PA

Dish Machine Operator

Improved team productivity through clear communication with fellow employees regarding available resources and upcoming needs within the kitchen.

Enhanced dish cleanliness by efficiently operating and maintaining the dish machine.

Optimized space utilization within the dish area, ensuring efficient operations throughout each shift.

Expedited service times by prioritizing high-demand items when organizing workload during peak hours of operation.

Maintained a sanitary work environment by consistently cleaning and sanitizing all surfaces, utensils, and equipment.

Contributed to overall kitchen efficiency by promptly providing clean dishes, pots, pans, and utensils for use in food preparation.

Participated in routine inventory checks of cleaning supplies and communicated low stock levels to management for timely replenishment.

Supported a safe working environment by properly disposing of broken glassware and damaged equipment according to company guidelines.

Assisted with kitchen prep work to help operations run smoothly and meet customer needs.

September 2022 - November 2022

Sam's Club - Tarentum, PA  
Produce Specialist

Reported product ordering and shipping discrepancies to department manager.

Generated signage for produce goods and performed price check functions.

Increased customer satisfaction through providing timely assistance, produce knowledge, and recommendations.

Ensured compliance with food safety regulations through consistent sanitation practices, temperature monitoring, and proper product handling techniques.

Boosted store reputation with consistently fresh and visually appealing produce displays, adhering to company standards.

Rotated produce on sales floor to guarantee optimal freshness and variety.

Followed established guidelines to dispose of damaged, spoiled and expired products.

Reduced shrinkage levels by conducting daily inspections for damaged or expired products and promptly removing them from the sales floor.

Assisted in training new employees on department procedures, safety protocols, and product knowledge to ensure consistent service levels.

Removed items of inferior grades from production lines and collected for alternate use or disposal.

Lifted produce boxes consistent of 50 lbs or more .

Experience operating a pallet jacket And electric pallet jack to move produce on and off warehouse floor .

Maintained diligent cleanness levels around walk-in coolers , walk up coolers , pallets where produce is stored and/ or sold.

**Expedited produce deliveries by unloading trucks efficiently while verifying order accuracy against invoices.**

**Achieved cost savings by diligently monitoring spoilage levels and adjusting orders accordingly based on demand patterns and seasonality factors.**

**Maintained accurate produce inventory records, submitting weekly reports to management for better forecasting and ordering decisions on handheld devices that are connected to warehouse's system .**

November 2022 - January 2024

Sam's Club - Tarentum, PA  
Freezer Attendant

**Assisted with breaking down loads and stocking assigned sections.**

**Kept refrigerated coolers, store shelves and other displays fully stocked and conditioned according to tag allocation or department standards.**

**Practiced preventive maintenance by properly inspecting equipment and notifying appropriate department or store manager of items needing repair.**

**Collaborated with team members to optimize workflow, increasing overall productivity and efficiency in the storage area.**

**Supported warehouse operations by effectively communicating with other departments regarding stock levels and shipment schedules.**

**Improved freezer organization by implementing an efficient inventory system (drop list for forklift drivers ) that insured products were being rotated daily .**

**Created a day to day Cleaning schedule Nov. 2022 to help improve and promote cleanliness around the freezers in the Warehouse**

**Assisted in loading and unloading of frozen goods, ensuring proper transportation procedures were followed to maintain product integrity.**

**Participated in regular safety meetings, contributing ideas to improve workplace conditions for all staff members.**

Maintained strict temperature control within the freezer to ensure optimal product quality and prevent spoilage.

Maximized shelf life of stored products by regularly rotating stock according to expiration dates.

Worked closely with supervisors to address any discrepancies in inventory counts, rectifying errors quickly and efficiently.

Trained new employees on proper freezer attendant practices, fostering a knowledgeable and competent workforce.

Managed inventory records using digital tracking tools, ensuring accurate data entry for seamless stock management.

Demonstrated excellent attention to detail while labeling products with expiration dates and relevant information, preventing customer dissatisfaction due to expired items.

Maximized revenue and reduced downtime Number% through exceptional quality assurance protocols. (Moving high selling items to places where sells would increase)

Ensured timely replenishment of popular items by monitoring sales trends and coordinating with purchasing department for timely orders.

January 2024 - October 2024

Sam's Club

Warehouse Worker

Loaded, unloaded, and moved material to and from storage and production areas.

Consistently lifted materials weighing as much as 80 pounds.

Managed incoming shipments effectively by inspecting goods for quality control purposes before storing them appropriately.

Ensured accurate order fulfillment by diligently cross-checking pick lists against packed items for consistency.

Increased accuracy of inventory records through meticulous documentation and regular audits with devices used to keep track of products around warehouse .

Assisted in the training and onboarding of new employees, contributing to a cohesive and efficient workforce.

Improved record-keeping accuracy, diligently updating warehouse management system with transaction details.

Operated various types of warehouse machinery safely, adhering to all relevant guidelines and protocols. Such as pallets jacks , electric pallet jacks , and skyjacks .

Strengthened team collaboration, working closely with peers to tackle large projects and tight deadlines.

Minimized downtime, proactively identifying and reporting equipment malfunctions for prompt repair.

Used handheld scanners to efficiently track and maneuver freight throughout distribution network.

Used handheld scanners to efficiently and effectively maintain inventory and stock levels on warehouse floor.

Familiarity with various types of products and their quantities domestic and overseas .

Performed routine maintenance checks on warehouse equipment to ensure optimal functionality at all times.

Experience Assembling various different equipment / products , electrical system (PC, TV , sounds equipment, etc.) and displays.

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**Education:**

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**Valley Jr. Sr. High School / High School Diploma**

Location: 703 Stevenson Blvd

New Kensington, PA 15068

United States

Graduated: June 2020

**Language : English (upper intermediate)**

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