

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Sales Team Lead - Company / Location

MONTH YEAR - Present

- Assist customers with questions, comments, and concerns about products and company policies.
- Utilize knowledge of all company products to ensure customers purchase the right product for their needs.
- Implement procedures that improve efficiency for other sales team members to ensure customer satisfaction.
- Oversee other sales team members and assist in training new team members.
- Track and receive all shipments to the store by communicating with the delivery company that's bringing the shipment.

Entry-Level Warehouse Worker- Company / Location

MONTH YEAR – MONTH YEAR

- Assist with packing and unpacking shipments from delivery trucks.
- Efficiently move inventory to where it needs to be by a specified time.
- Packing orders in a timely manner and ensuring that they're placed in the right area to ship where they need to go.
- Restocking shelves with necessary materials and inventory for warehouse employees to be able to perform their job duties.
- Comply with all OSHA and company safety protocols to prevent accidents and injuries in the warehouse.

Project Experience

- Earned accolades from previous employers for being on time, having a great attitude, and performing my job efficiently.
- Manage the church clothing drive by taking inventory of all donated items and organizing them into piles by size, style, and season.
- Implement a more efficient stock system in the warehouse to finish stocking tasks almost 20% faster than the original process.

Education

High School Diploma - River High School

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Associates Degree Business Management - SCHOOL

May 2009

- GPA: 3.6
- AWARD
- AWARD

Bachelor's Degree in Logistics- SCHOOL

In progress

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Teamwork and team building skills.
- Stocking, tracking, and cataloging shipments and inventory.
- Leadership skills.

Licenses & Accreditations

Licenses Licenses & Accreditations

- Forklift certification
- Certified Logistics Associate
- BLS (basic life-saving) certificate