

# Robert Smith

## Associate Garage Attendant

### PERSONAL STATEMENT

To obtain a challenging and rewarding job in the healthcare field where can apply vast knowledge, utilize ability to work independently as well as with others, and to enhance skills with a reputable organization that values ethics and establishing a rapport with their patients.

### WORK EXPERIENCE

#### **Associate Garage Attendant**

**ABC Corporation - July 2013 - June 2014**

##### *Responsibilities:*

- Responsible for safe, accurate and efficient stocking of inbound freight.
- Responsible for Completion of preparing the receiving dock and area for RDC truck unload.
- Manually counted inventory before and after designated shift.
- Scanned orders manually using an IFD laptop to scan orders for AT&T premonition techs.
- Stocked inventory in desired locations daily and physically stamping dates on all orders.
- Responsible for all other duties as assigned.
- Pulled & scanned out stock & load it on the vans of the technicians for AT&T.

#### **Garage Attendant**

**Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Collect validated tickets, greet and exit customers out in a friendly and timely fashion.
- Skills Used Excellent customer service skills.
- Identify shortages and technician needs using SAP and Microsoft Office Tools and distribute equipment for AT&T technicians Prepare returned and .
- Maintain stock for technicians and keep scan compliance for garage.
- Perform inventories every 3 months.
- Was able to keep within scan compliance and minimize the percentage of lost product.
- Skills Used Organizational skills, efficiency, time management, working under deadlines, maintaining a high standard of productivity.

### Education

BA in Criminal Justice - 2013(Bryant and Stratton College - Hampton, VA)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

House painting,lube  
tech,stocking and  
reviving, Inventory.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)