

ROBERT SMITH

Night Crew Clerk

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Work in many different types of work situations. From fast food making sandwiches to working fast past register customer service to working night crew and staying up all night organizing the store, very much interested in a receptionist job just because know I'll be very good at it, got experience with customers and answering store phones, got experience having to have my work done in a certain time. I have great teamwork skills, a very hard-working individual and I know I'll succeed at whatever I put my mind to.

EXPERIENCE

Night Crew Clerk

ABC Corporation - 2014 - SEPTEMBER 2015

- Stocked and organized shelves for neat and easy presentation for customers before the store opens.
- Responsible for organizing the backroom using a forklift to organize pallets on steel shelves.
- Accomplished working as a team to get the store to look perfect.
- Handled all product not worked to the shelf according to department standards.
- Followed company procedure for reclamation, disposal of cardboard, and plastic.
- Displayed merchandise to planogram specifications.
- Unloaded trucks, stocked shelves, and maintained storage areas.

Night Crew Clerk

Delta Corporation - 2011 - 2013

- Replenish store merchandise in a timely manner Setup of the current week sale items Basic math skills Operation of trash baler.
- Taking the pallets of product from the back room the the sales after the store had closed.
- Breaking down each pallet into stacks, using a hand truck to bring each stack to the proper aisle and then placing on the shelf.
- After all the pruduct is put on the shelf and the floor is clear of cardboard, we organized each aisle before the store opened.
- Received incoming product from vendors and checking orders invoices for cost and quantity.
- Inspected, consolidated, and organized shelf stock and display products during the overnight shift.
- Night crew stock clerks inspect shipments, unpack boxes, verify packing slips and track merchandise.

EDUCATION

- MS

SKILLS

Customer Service, Computer Skills, Organizational Skills.