

Objective

Proven leadership skills with the ability to manage multiple projects. Ability to resolve problems and motivate others through professionalism, trustworthiness and flexibility. Dedicated to provide exceptional customer service and building lasting relationships.

Skills

Microsoft Office, Microsoft Word, Microsoft Excel.

Work Experience

Photo Lab Associate I

ABC Corporation - October 2012 – September 2014

- Create and send out Fed-Ex box with customer orders.
- Responsible for WalMart.com orders including check-in item, label and bin the item for easy retrieval when the customer comes to get the item(s).
- Responsible for the layaway during the Christmas holiday.
- Assisted inventory control team with scans, counts, picks, and inventory in backroom/warehouse using RF gun.
- Unloaded trucks, stocked shelves and carried merchandise out on the floor for customers.
- Performed opening and closing procedures for each piece of lab equipment.
- Experience with modern cash registers, containing the ability to make credit, debit, check and cash transactions.

Photo Lab Associate

Delta Corporation - 2009 – 2012

- Helping customers with picture orders Working a machine and packing all picture orders Helping our customers find items in the store.
- Created customers photo products and called them whenever they were ready for pickup.
- Also took passport photos and managed the cameras and other inventory in the photo department.
- Created displays and zoned (cleaned and stocked) the aisles.
- Was laid off due to cutbacks.
- Maintain, clean and provide technical support for photo equipment process customer orders and make service calls for outsourced services.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Associate of Science in Medical Office Administration - (Western Piedmont Community College - Morganton, NC)