

## Objective

To report directly to the branch Service Manager and responsible for supporting all branch Service Department personnel through detailed handling of a variety of administrative duties including handling incoming calls, opening and closing work orders, and other duties not specified.

## Skills

POS, Positive Attitude, Store Management, Customer Relations.

## Work Experience

### Shop Clerk

**National Express Transit** - May 2015 – 2016

- Ordered all necessary parts, tools/equipment and shop supplies, records all incoming and outgoing inventory.
- Generated purchase orders using Oracle also enters payroll time in Oracle also.
- Created repair orders in Dossier then closes out completed work orders after repairs are made.
- Tracked daily fuel use, updates out of service report every morning.
- Created weekly maintenance summary reports and managed the monthly maintenance reports.
- Filed all completed paperwork on each bus as well as all supplier invoices.
- Worked directly with all vendors maintaining a strong relationship.

### Shop Clerk

**Delta Corporation** - 2018 – 2019

- Entered orders for repair into Excel spreadsheets. Generate Purchase Orders for the Service Department Inform customers about coffee shop specials.
- Provide customers with fresh products that they have ordered and the correct portion size (or as close as possible to the amount ordered) to prevent shrink.
- Recommend coffee shop items to customers to ensure they get the products they want and need.
- Use all equipment in coffee shop such as the refrigerators, freezers, slicers, and ovens according to company guidelines.
- Adequately prepare, package, label and inventory ingredients in merchandise.
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## Education

Associate in Arts - (Randolph Community College - Asheboro, NC)