

# Robert Smith

## Stock Coordinator

### PERSONAL STATEMENT

Hardworking and highly enthusiastic. Motivated to maintain customer satisfaction and contribute to company success. Solid team player with upbeat, positive attitude. Ready to show and exceed work ethic expectations.

### WORK EXPERIENCE

#### **Stock Coordinator**

**ABC Corporation - June 2016 - 2022**

##### *Responsibilities:*

- Entered shipments into the system, unboxed and stocked inventory.
- Maintained the stock room and kept it clean and orderly.
- Helped the sales associates restock inventory that was shown but not sold.
- Provided relief for floor associates during breaks by providing customer service.
- Closed the store, and made bank deposits as needed.
- Delegated to other team members in an appropriate and cordial manner.
- Performed supply orders to meet store needs.

#### **Stock Coordinator**

**Delta Corporation - 2011 - 2016**

##### *Responsibilities:*

- Included receiving shipment, processing product, organizing and maintaining new and old styles of footwear, train new hires, customer service, and .
- Prepare weekly for incoming shipments and men and womens shoes Verify that incoming shipment quantities are exact according to the detailed shipment .
- My responsibilities at Nine West were to -receive daily shipments (300+ boxes), -input shipment data into the inventory system (Retail Pro), -check, .
- During my time at Nine West shoes I kept the stockroom clean, organized and fully stocked with the right inventory for the season.
- About a year into working there they asked me to take on the other Nine West brand shoe store in the mall (Easy Spirit) and, although it was a lot of .
- Skills Used -problem solving -attention to detail -organization -inventory checking and control.
- My position requires me to keep up constant maintenance of inventory and cleanliness of the building.

### **CONTACT DETAILS**

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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Management, Microsoft Office, Excel, Forklift Operator, Forecasting.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

GED