

Robert Smith

Stock Manager I

CONTACT DETAILS

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PERSONAL STATEMENT

Stock Manager I, with extensive experience in stocking and inventory control Extensive experience in shipping and receiving Strong skills in team building, communication & presentation. To secure gainful employment with a company that offers the opportunity for advancement while utilizing the professional skills and abilities.

SKILLS

Stocking, Receiving,
Inventory, Orders,
Scheduling, Opening,
and closing store

WORK EXPERIENCE

Stock Manager I

ABC Corporation - June 1981 - March 1988

Responsibilities:

- Compare merchandise invoices to items actually received to ensure that shipments are correct.
- Tag merchandise with correct SKU and price. Receive shipments and check all paperwork.
- Implemented holiday stocking schedule, overnight stock crew.
- Charged with receiving and processing new merchandise, auditing store inventory semi-annually, receiving shipments, processing new merchandise, maintaining and organizing the stock room to company standards, working with teams and independently to the merchandise store floor.
- Tasked with overall operational procedures including, training new employees, minimizing company risk, and thorough upkeep of store procedures.
- Receive shipment and outgoing shipment, organize clothing by category of color, size, style.
- Greeted customers entering the store to ascertain what each customer wanted or needed.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Stock Manager

ABC Corporation - 1976 - 1981

Responsibilities:

- Timely processing of all incoming shipments, transfers, RTV’s and repairs.
- Verify that delivery quantities received match packing slips and ensure discrepancies are reported in a timely manner.
- Maintain stockroom organization and monitor inventory levels to maximize efficiency.
- Replenish the flow of merchandise from the stockroom to the sales floor.
- This is Dummy Description data, Replace with job description relevant to your current role.
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REFERENCES

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

Education

Certificate - 1975 (Gemological Institute of America - Carlsbad, CA)