

# ROBERT SMITH

## Jr. Stocking Associate

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### SUMMARY

Ambitious HVAC/TECH with strong background in plumbing, refrigeration machinery operations and HVAC repair and maintenance. Excellent understanding of HVAC controls. Also a lot of experience in factory work.

### SKILLS

Office Manager, Social Networking, Cashier, Warehouse, Stocking, Typing, Cleaning.

### WORK EXPERIENCE

#### Jr. Stocking Associate

ABC Corporation - March 2012 – December 2014

- Responsible for receiving merchandise, unloading or unpacking it, marking it with codes to be identified, stocking shelves, and helping customers place orders.
- Ensured the label is clear and visible.
- Helped customers fill orders.
- Completed customers mail, Web, and phone orders by retrieving the ordered merchandise.
- Computed the price of the merchandise.
- Kept records of sales.
- Prepared merchandise for shipment.

#### Stocking Associate

Delta Corporation - 2008 – 2012

- Stocked and organized different sections of the store.
- Kept all work and shopping areas clean and free of the trash.
- Moved pallets from place to place using pallet jack.
- Assisted customers and occasionally helped with customer carry-outs.
- conduct inventory of existing stock - unload/unpack deliveries of merchandise - stocking shelves on stock floor.
- Stocking freight on the sales floor, recovering throughout the store, Friendly Customer Service, also familiar with Cashiering.
- Stocking shelves, keeping record of inventory, assisting customers, lifting over 50lbs or more, arranging and organizing endcaps and displays.

### SCHOLASTICS

- Diploma - 2000(Santa Fe high - Alachua, FL)