

Jessica Claire

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SUMMARY Organized supply specialist with four years of experience in the Aviation Supply industry. Skilled at customer relations with dedication to streamlining organization and maintaining efficiency. Reliable and professional worker with training in delivery.

- SKILLS**
- Adaptive team player
 - Loss prevention
 - Dependable and reliable
 - Freight operations
 - Team management
 - First Aid/CPR
 - Inventory management
 - Supervision
 - MS Office
 - Customer service
 - Process improvement
 - Planning and coordination
 - Communications
 - Organization
 - Operational improvement
 - Invoice generation
 - Team building
 - Administrative support
 - Relationship development
 - Problem resolution

EXPERIENCE **AVIATION SUPPLY SPECIALIST** 09/2016 to 08/2020

Trc Companies, Inc. | Redding, CA

- Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.
- Operated forklift to elevate or place merchandise in appropriate areas.
- Examined packages and goods for damage and notified vendors of specific issues requiring replacement.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Organized storage of articles in bins, floor, shelves and assigned areas according to product categories.
- Maintained accurate order and shipment forms and inventory documentation to facilitate timely material flow.
- Communicated effectively with members of public in often crowded and noisy environments.
- Navigated powered lift trucks safely to move items throughout warehouse and reduce injury risk.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Received orders via phone, mail, fax and internet daily.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.

DISTRIBUTION TECHNICIAN 06/2015 to 09/2016

University Of Utah | Park City, UT

- Communicated effectively with members of public in often crowded and noisy environments.
- Carried out duties within fast-paced retail environment, providing organized stocking methods and plans.
- Replenished inventory with focus on addressing customer needs.
- Operated forklift to elevate or place merchandise in appropriate areas.
- Maintained accurate order and shipment forms and inventory documentation to facilitate timely material flow.
- Received deliveries, scanned packages and updated orders in internal database to enable efficient order processing and fulfillment.
- Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.
- Conveyed subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Identified safety hazards and notified management to determine proper resolution of issues.
- Navigated powered lift trucks safely to move items throughout warehouse and reduce injury risk.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Received orders via phone, mail, fax and internet daily.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Managed vendor relationships to support supply chain and maintain product quality.

CASHIER 06/2014 to 06/2015

Hancock Mini-Mart | City, STATE

- Assisted with purchases, locating items and signing up for rewards programs.
- Helped customers find specific products, answered questions and offered advice.
- Properly verified customer identification for alcohol or tobacco purchases.
- Learned roles of other departments to provide coverage and keep store operational.
- Resolved issues with cash registers, card scanners and printers.
- Monitored sales events to protect products, added new merchandise and rang up purchases.
- Wrapped items and bagged purchases properly to prevent merchandise breakage.
- Drove sales and add-on purchases by promoting specific item options to customers.
- Welcomed customers, offering assistance to help find necessary store items.
- Processed customer payments quickly and returned exact change and receipts.
- Wiped down counters and conveyor belt to remove debris and maintain cleanliness.
- Processed all sales transactions accurately and promptly to prevent long customer wait times.
- Inspected items for damage and obtained replacements for customers.
- Maintained high productivity by efficiently processing cash, credit, debit and voucher program payments for customers.
- Organized and maintained both physical and digital payment documentation for accurate filing and compliant recordkeeping.
- Assisted customers with account updates, new service additions and promotional offers.
- Observed company return policy when processing refunds, including inspecting merchandise for wear or damage.
- Worked closely with front-end staff to assist customers.
- Completed daily recovery tasks to keep areas clean and neat for maximum efficiency.

EDUCATION AND TRAINING **High School Diploma** 06/2015

Canyon Lake High School, Canyon Lake, TX

ACCOMPLISHMENTS Achieved the ranks of Private First Class, Lance Corporal, and Corporal.
Assisted in operations in support of the Vice President at the APEC summit.

ACTIVITIES AND HONORS Lamar medal recipient.

CERTIFICATIONS

- First Aid/CPR
- Project Management Professional (PMP)