

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

SUMMARY

Organized professional with superior work ethic and team player attitude. Exceptional quality control, inspection abilities. Commended for honesty, hard work and positive attitude. Consistent ability to stand for long periods of time and safely lift up to 50 pounds.

Service-minded Stock Management professional with over 8 years of experience working for leading retailers such as Marine Corps, KFC. Adept at maintaining adherence to strict guidelines and regulation to maintain safety. Increased efficiency by working collaboratively with cross-functional teams to optimize customer service objectives.

Experienced Stock Clerk with over 8 years of experience coordinating receipt and processing of products across diverse retail environments. Practiced in unloading, unpacking, labeling and stocking shelves.

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

SKILLS

- Stockroom procedures
- Report creation
- Product organization
- Materials transport
- Adaptive team player
- Loss prevention
- Dependable and reliable
- Inventory control
- Project organization
- Problem resolution
- Process improvement
- RFI Scanners
- Administrative support
- Planning and coordination
- Team management
- Organization
- Inventory management
- Supervision
- Team building
- Invoice generation

EXPERIENCE

05/2015 to 05/2019 **Aviation Supply Specialist**

Renown Health – Sparks, NV

- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Rotated goods in inventory by following “first in, first out” approach to keep shelves organized and well-stocked.
- Managed vendor relationships to support supply chain and maintain product quality.
- Examined incoming shipments to verify quality and quantity and returned unacceptable items to suppliers for refund or replacement.
- Coordinated shipping and receiving schedules with production to assist in traffic control on docks.
- Readied merchandise for sales floor by marking items with identifying codes and accurate pricing.
- Continuously moved and unpacked over 50 pounds of aviation parts packages, maintaining efficiency and accuracy for long shifts.
- Examined packages and goods for damage and notified vendors of specific issues requiring replacement.
- Considered individual product requirements and accessibility needs to maximize efficiency of warehouse storage areas.
- Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.
- Organized storage of articles in bins, floor, shelves and assigned areas according to product categories.
- Reordered stock to replenish inventory without interruption to production
- Replenished inventory with focus on addressing customer needs.
- Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.
- Provided subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes.
- Received orders via phone, mail, fax and internet daily.
- Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.
- Carried out duties within fast-paced retail environment, providing organized stocking methods and plans.
- Maintained accurate order and shipment forms and inventory documentation to facilitate timely material flow.

05/2011 to 05/2015 **Aviation Supply Clerk**

Hearth & Home Technologies – New London, IA

- Improved customer satisfaction by finding creative solutions to problems.
- Performed site evaluations, customer surveys and team audits.
- Supported Customer Care department by compiling paperwork and taking detailed meeting minutes.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Handled all delegated tasks, including customer liaison and procurement.
- Created agendas and communication materials for team meetings.
- Earned reputation for good attendance and hard work.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Recognized by management for providing exceptional customer service.
- Improved operations by working with team members and customers to find workable solutions.
- Enforced safety regulations and FAA standards governing production, maintenance and operation of aircraft.

12/2010 to 05/2011 **Care Aide**

Alex Dominguez An Associates – City, STATE

- Created safe environment, preventing falls and accidents.
- Reminded clients to take medications and keep appointments.
- Observed and reported changes in clients' physical condition and behavior.
- Facilitated games and other activities to engage clients and provide mental stimulation or entertainment.
- Demonstrated flexibility to work as needed per patient requirements.
- Performed light cleaning duties, including dusting, vacuuming and washing dishes.
- Established good rapport with clients and family members by being cheerful and efficient.
- Distributed snacks, reading material, drinks and linens to provide comfort.
- Motivated clients to perform physical exercise according to age and abilities.
- Possessed understanding and compassion for elderly and mentally challenged clients.

09/2009 to 12/2010 **Shift Supervisor**

Kentucky Fried Chicken – City, STATE

- Monitored employee performance and safety, conducting retraining to correct problems and optimize productivity.
- Motivated team members to complete assigned tasks and perform at exceptional levels.
- Sustained safety protocols to ensure proper, cost-effective and safe handling of equipment and materials.
- Inspected incoming supplies to verify conformance with materials specifications and quality standards.
- Collaborated with team members to improve performance and implement training updates.
- Created and improved daily work plans for smoother operation, including planning production schedules and optimizing task flows.
- Addressed employee and production issues to determine and implement optimal resolutions, preventing wasted resources and maintaining schedules.
- Performed store opening and closing procedures, including setting up registers and checking products.
- Patrolled work areas every hour to inspect operations, identify concerns and implement corrective actions.
- Answered and resolved customer questions and concerns.
- Resolved customer complaints and reported issues to senior management.
- Sustained safety protocol to ensure proper, cost-effective and safe handling of equipment and materials.
- Cleaned work areas regularly to keep team efficient and eliminate any safety concerns.

EDUCATION AND TRAINING

09/2019 **Associate of Arts: Mathematics Ad Science Emphasis**
Orange County Community College - Middletown, NY

12/2020 **Social Work**
Broward College - Fort Lauderdale, FL

06/2004 **High School Diploma**
Coral Springs High School - Coral Springs, FL