

Emanuel Molina

El Cerrito, CA 94530

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5102535508

Motivated college student, currently enrolled and seeking an opportunity to apply skills in database management, spreadsheet, and other computer applications to meet challenging work assignments and support the management team.

Excellent at communicating, writing, and editing. Keen attention to detail and focused on meeting deadlines. Efficient in labor intensive environments as well.

Authorized to work in the US for any employer

Work Experience

Stocker

Grocery Outlet - Richmond, CA

August 2018 to June 2019

Operated manual pallet jacks, safely relocating heavy merchandise on sales floor for timely stocking. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.

Moved and lifted heavy loads of merchandise using pallet jack equipment.

Removed all debris and packaging from boxes and separated for recycling or disposal.

Consistently lifted materials weighing as much as 50 pounds.

Collaborated with backroom and receiving team, working night shifts to support inventory fulfillment goals.

Assistant

Grasons Co - Crockett, CA

January 2016 to October 2016

Greeted guests in with friendliness and professionalism.

Assisted manager in all aspects of business operations.

Assisted in set up of items for sale.

Helped move large items for customers Packed up remainder sale items.

Assisted customers with questions surrounding the products.

Education

High school diploma

El Cerrito high school - El Cerrito, CA

June 2018

Skills

- Stocking
- Heavy lifting Equipment operation
- Customer relationships
- Cleaning

Languages

- English - Expert
- Japanese - Intermediate
- Spanish - Beginner