
MAOR M FADLON

1476 South Bedford Street • Los Angeles, CA United States 90035 • (323) 829-9293 •
maorfadlon5@gmail.com

OBJECTIVE

A self-motivated, organized, and positive leader dedicated to the job with experience communicating effectively and providing support to clients.

Detail-oriented, adaptable, and productive professional with well-rounded experience in Warehousing and Maintenance in a variety of settings

Experienced Logistics Consultant with background in technology and systems looking to advance in troubleshooting and helping customers with IT specific needs.

Special background includes phone repairs, IT consulting, troubleshooting on multiple system types (Windows, macOS, iOS, Android).

WORK EXPERIENCE

Barista/Cashier

08/2018 - 06/2019

The Coffee Bean & Tea Leaf, Los Angeles, CA

- Follows health, safety and sanitation guidelines for all products.
- Maintained a clean work environment
- Performed all duties outlined above with a penchant for customer service.
- Thrived in a fast paced environment
- Operated all POS System/ Register

Cashier/Assistant Manager

03/2020 - 08/2020

Chick N' Chow, Los Angeles, CA

- Specific duties included answering a high volume of calls, greeting customers, entering information via computer, processing payments, cash, checks, and credit cards, organizing files and paperwork
- Thorough knowledge of Point of Sale systems, Assisted manager with schedule making, receiving merchandise, and taking inventory, Performed store maintenance and upkeep, Responsible for keeping coolers stocked nightly.
- Provided good quality customer assistance
- Promoted to assistant manager after 6 months of work

Logistics Specialist

03/2021 - Present

Industrias T.Taio, Vernon, CA

- Gets a job done the most efficient way without wasting money, time, or resources
- Corrects error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, pelletizes, and stores incoming supplies and equipment.
- Coordinated with logistics team and analyzed end user requirements and drafted improvements to present process
- Administered purchase orders and verified contents according to same

EDUCATION

University High School Los Angeles, CA
CHSPE - High School Diploma

2016 - 2018

Santa Monica College Santa Monica, CA
Receiving Associates in Business Administration - Winter 2022

2019 - Present

SKILLS

- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Windows and Mac OS
- Adobe Acrobat
- Photoshop
- Computer Systems
- Wireless Networks
- Satellite Communications
- Accounting Software
- Hardware and Software Installation & Troubleshooting
- iOS