

Brandon Wong

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CUSTOMER SERVICE ▪ INVENTORY MANAGEMENT ▪ MATERIAL HANDLING

CAREER SUMMARY

Highly motivated, flexible professional with three years of retail experience. Salesman, Inventory Management, Forklift Training and Cashiering, with acquired patience and technical skills highly relevant to a leadership position. Fast learner with an eagerness to improve skills and procedures, while providing top-quality work. Effective team leadership.

EDUCATION

Meadowdale High School (Graduate)	2008-2012
Everett Community College	2017 – 2020
Completed University DTA (Direct Transfer Agreement)	2020

Qualifications

- Current CompTIA A+ IT Certification. Advanced electronic and math skills.
- Exceptional customer service, nine perfect secret shop scores.
- Adept at electronic inventory management systems, stocking, shipping, receiving.
- Highly adaptable relative to needs of work environment.
- Experienced in material moving equipment including forklift, picker and pallet jack.
- Advanced detail handling and coordination. Gathers appropriate information.
- Solid written/verbal communication, clear and concise. Basic Spanish; tie-ins/job information.
- Adept product and situational evaluation abilities. Knowledgeable and meticulous regarding proper procedure.
- Works well with others. Manages group projects efficiently.

WORK EXPERIENCE

FRED MEYERS

HOME FREIGHT CREW - APPAREL SALES CLERK, Lynnwood, Washington, (2014-2016)

- Merit increase from corporate for outstanding performance of inventory management.
- Implement electronic inventory management system, oversee receiving area, ensure stocking, distribution and customers receive product quickly and efficiently. Build fair and honest teamwork; communicate easily with team to resolve issues.
- Construct and assemble products (kits) using a variety of hand tools and power tools including hammers, screwdrivers, drills, pliers, utility knives, tape guns, mallets, clamps, bolts, precision measuring tools and techniques.
- In receiving area, load and unload goods and pallets from semi-trucks. Secure all items for transport. Knowledgeable of all item locations in warehouse and showroom.
- Operate material moving equipment including forklift, hand trucks, pallet jacks, picker, moving dollies. Verify documentation of goods, track in computer, prioritize and multitask to meet deadlines.
- Excellent listening, verbal, and written communication skills. Adhere to safety standards, security procedures, and proper handling of hazardous materials per EPA regulations.
- Perfect mystery shop marks during my employment, 7 months consecutively, 9 total.