**Alexa Reed**

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# Summary

Professional in sales and warehouse with five years' experience in customer and product service

**Relevant Technical Knowledge**

* Operation Systems: Windows 7, Windows 8, Microsoft Office
* Hand Held Scanners

# Experience

#### September 2010 – Present

#### Route Sales

#### Frito Lay

### Responsible for selling and merchandising Frito-Lay's complete line of quality products to existing and new accounts while driving a Frito-Lay truck

### Demonstrated effective oral communication skills with customers and employees

### Turn in receipts and money received from deliveries along with daily sales reports

### Order, check- in, sell, and verify the contents of inventory loads against manifest papers using scanner

### Demonstrated working knowledge or skills in multiple assigned areas of responsibility

#### January 2008 – December 2010

#### Merchandiser

#### News Group

### Answer customers' questions about merchandise and advice customers on merchandise selection

### Take inventory or examine merchandise to identify items to be reordered or replenished using scanner

### Stock shelves, racks, cases, bins, and tables with new or transferred merchandise

### Create labels for product return and reorder using scanner

#### January 2007 – January 2008

#### Backroom Member, Trainer

#### Target

### Receive and count stock items and record data manually or using computer/hand-held scanner

### Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards

### Store items in an orderly and accessible manner in warehouses, supply rooms, or other areas

### Oversee backroom members and train new members in store procedures and policies

# EDUCATION

DCCCD College

Associates Degree in Applied Sciences, Mesquite, TX

TSU: Computer Science, Houston, TX

Major: Computer Science, Emphasis in Network

College Courses: Object Oriented Programming (C#), Professional Writing, Interpersonal Communication