

# ROBERT GRAHAM

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## OBJECTIVE

To apply my skills and further my career in a growing, employee friendly company

## SELECTED WORK EXPERIENCE

*Stock Supervisor*      2013 – Current

**Prada San Diego, CA**

- International and domestic shipping and receiving
- Logistics
- Coordinate shipments with FedEx and UPS
- Take monthly and annual inventory to ensure merchandise is brought in/taken out correctly
- Manage stock procedures for both Prada Boutique and Prada Nordstrom Concession
- Travel to multiple locations in the US to assist in store set up and operations
- Utilize CRM, SAP, Excel, Word, and Outlook on a daily basis
- Train employees on stock procedures
- Prepare training videos and manuals for reference
- Communicate directly with Regional Operations Manager as well as the corporate IT as the representative for the San Diego stores
- Supervise overnight window installations
- Investigate and reconcile differences in stock numbers
- Process repairs for store as well as clients

*Stock Associate* 2010 –2013

**Williams-Sonoma, Inc.      San Diego, CA**

- General stock upkeep and organization for both the stock room and the store floor
- Acting Stock Manager
- Utilize product knowledge in direct sales
- International and domestic shipping and receiving
- Packaging and customer service
- Train new employees
- Take annual inventory of merchandise
- Assist in store visuals

*Sales Rep.*      2009 –2010

**National Sales and Merchandising      Orange County, CA**

- Direct sales of automobile repair discount packages
- Reached out to customers in the Orange County and L.A. County areas
- Performed sales over the phone for existing customers

*Stock Associate* 2007 –2009

**Ralphs Grocery Company      Orange County, CA**

- Packaged meat, stocked shelves, and cleaned equipment in the Meat Department
- Overnight Stock
- Courtesy Clerk
- Operate electric pallet jacks
- Receiving product
- Replenished produce department
- Operate balers for cardboard compaction
- Remove expired product from shelves

*Merchandiser*      2006 –2007

## ROBERT GRAHAM

### **Coca-Cola Enterprises      Orange County, CA**

- Travel throughout Orange County to various retailers in order to restock and maintain stock levels
- Set up Displays
- Organize back stock
- Direct communication with Sales Rep.
- Operate electric pallet jacks

### ***Logistics Manager*      2004 –2007**

#### **Mervyns      Longview, TX & Fullerton, CA**

- Freight Team Manager – oversee ten associates in receiving merchandise from warehouse
- Stocked shelves
- Domestic shipping and receiving
- Sales associate for multiple departments

### ***Warehouse Worker*      2006 –2006**

#### **FedEx Freight      Whittier, CA**

- Receiving freight
- Distribute freight to allocated trucks

### ***Stock Associate*2004 –2004**

#### **Toys “R” Us, Inc.      Longview, TX**

- Overnight stock
- Receiving new merchandise
- Organize merchandise in store

### ***Retail Associate*      2003 –2004**

#### **Ralphs Grocery Company      Orange County, CA**

- Cashier
- Stock and manage dairy department
- Overnight stock for holidays
- Stock produce department and review quality control
- Price analyst

## **EDUCATION**

### ***Valencia High School***

**Placentia, CA Graduated 2003**

- Special Focus: Computer Networking I, sponsored by Cisco Systems

### **TECHNICAL SKILLS**

- **Logistics:** Domestic and International Shipping, Packaging, Processing, Receiving
- **Product Management:** Inventory, Corporate Visits, Cycle Counts, Product Display, Facing, Installations, Process Repairs
- **Management:** Delegating Tasks, Planning, Timeline Management, Problem Solving, Reconciliation, Training and Instruction
- **Software:** MS Excel, MS Word, MS PowerPoint, Outlook, SAP, CRM
- **Coding languages:** HTML, CSS, Javascript.

**References**

**Derrick Foster**  
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714.616.7231

**Amy Witt**  
619.993.1747

**Mark Sulak**  
619.306.3801