

PHILLIP GROVES

Tulsa, OK | (918) 688-3730 | pgroves1066@gmail.com

PROFESSIONAL SUMMARY

Reliable and physically capable worker with a strong background in retail, inventory control, and technical support. Demonstrates a strong work ethic, consistent performance, and the ability to follow instructions accurately with minimal supervision. Proficient in stocking, inventory management, and facility operations. Seeking a position in stocking, warehouse, or facility maintenance roles.

CORE COMPETENCIES

Operations:	Retail Stocking, Inventory Control, Cycle Counting, Merchandising
Facility Maint.:	Commercial Cleaning, Sanitation, Waste Removal, Floor Care
Equipment:	Forklift Operation (NSC), Drill Press, RF Scanners, Pallet Jacks
Safety:	OSHA-10 Certified, Chemical Safety, Hazard Awareness
Technical:	Microsoft Office, Windows, Computer Troubleshooting
Soft Skills:	Punctuality, Independence, Verbal Instruction Follow-through

VOCATIONAL TRAINING

Lobby Attendant (Trainee)

Tacos 4 Life | Tulsa, OK

December 2025

- Maintained high standards of cleanliness in the dining area during peak hours.
- Sanitized tables, chairs, and high-touch surfaces immediately after use.
- Managed waste removal and floor safety (sweeping/mopping) to prevent hazards.
- Restocked service stations with condiments and supplies efficiently.

Retail Stocker (Trainee)

Gabes | Tulsa, OK

November 2025

- Executed stocking duties for merchandise ranging from floor level to overhead.
- Followed precise verbal directions to organize inventory according to store plan.
- Maintained clear and safe aisles for customers while managing inventory carts.
- Demonstrated ability to work independently with minimal supervision.

EMPLOYMENT HISTORY

Retail Sales Associate

Advance Auto Parts | Owasso, OK

2015 – 2019

- Provided excellent service to walk-in and phone customers.
- Installed batteries and wipers and performed system testing.
- Managed inventory through accurate stocking, cycle counts, and back stock moves.
- Delivered parts to commercial customers safely and on time.

Regulatory Compliance Coordinator

Video Gaming Technologies, Inc. | Tulsa, OK

2011 – 2016

- Coordinated software shipments to ensure compliance with State and Tribal regulations.
- Purchased necessary supplies to keep operations running smoothly.
- Created simple flow charts to help the team understand new procedures.

EDUCATION

Professional Truck Driver Program

Tulsa Tech | Broken Arrow, OK

Completed