

Alberto DiGiulio

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To obtain a position within a company that will utilize my acquired skills and that will allow room for advancement and new learning experiences for a dedicated, hardworking, intelligent individual.

Work Experience

Delivery Driver

Green Light Express - Schiller Park, IL

October 2015 to Present

- Delivery driver
- Pick-up and deliver various items such as jewelry, hair products, and dental equipment
- Train new employees on different routes in the Chicagoland area and parts of Indiana
- Collect C.O.D upon arrival if packages require payment
- Responsible for routing and dispatching new employees
- Inventory for all warehouse equipment
- Helping re-structure routes for current employees

Contents Technician

Alliance Disaster Kleenup - Wheeling, IL

January 2020 to October 2020

- Contents Cleaning for damages in households and commercial buildings
- Damages including fire, water, mold, smoke, and other various types of damage
- Warehouse responsibilities include cleaning materials, inventory of tools, storage, and packing materials

General Laborer

Fly Plumbing - Wheeling, IL

December 2017 to April 2018

- Plumber's assistant
- Rodding, installed clean-outs, and toilets
- Digging eight feet or more by shovel
- Assisted in installing water heaters and bath tubs
- Helped diagnose further problems the customer may have had
- Explain billing

Assistant Manager/Attendant

Citgo - Norridge, IL

July 2011 to August 2014

Manage front-of-house operations

- o Greet customers upon entry
- o Explain lottery games, print tickets, and cash out winnings

- o Retrieve items requested by customers
- o Assist with customers with pump handling when necessary
- o Ring-up sale, and thank customers
- o Ensure accuracy of prices and payment receipt
- o Receive inventory upon supplier delivery
- o Pay suppliers per delivery receipt as necessary
- o Provide directions for lost individuals
- o Reconcile lottery sales and cash-outs per register
- * Perform supervisory functions in Citgo computer systems
- o Complete cash reconciliation at end of shifts to ensure proper cash handling per registered sales
- o Reconcile lottery receipts and pay-outs per sales register
- o Create and maintain employees' schedules
- o Update product and gas prices in sales system
- * Supervise inventory levels and order accordingly
- o Ensure accuracy counts
- o Maintain back-of-house inventory organization
- o Sustain front-of-house stock
- o Order inventory as needed
- * Maintain store appearance

Product Associate/Cashier

Nike - Rosemont, IL

July 2013 to November 2013

Provide good customer service

- o Greet all customers upon entry
- o Inquire about customer needs
- o Recommend items that are best suit customer needs
- o Retrieve items per customer request
- o Assist with customers with product handling
- o Close sale, escort customer to registers, ring-up sale, and thank customer
- * Operate cash registers, computers, handheld terminals, and inventory scanners
- o Ensure accuracy of prices, coupons, and payment receipt
- o Ordering products for customer when items are not in stock
- o Scan items to check inventory availability
- * Perform inventory counts and stock shelves
- o Enter inventory counts accurately
- o Maintain back-of-house inventory organization
- o Maintain front-of-house stock
- * Maintain store appearance

Produce Associate

Sam's Club - Mount Prospect, IL

November 2010 to June 2011

Stock produce and ensure product integrity

- * Provide customer with assistance by retrieving items and escorting them to isles
- * Receive supplier inventory shipments on dock
- * Maintain cooler inventory

Education

High School Diploma in General Studies

Triton College

2010 to 2011

Certifications and Licenses

Driver's License