

Receiving Clerk Receiving Clerk Las Vegas, NV Experienced Receiving Clerk with over 2 years of experience in retail industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits. Goal-oriented with strong commitment to collaboration and solutions-oriented problem-solving. Use various web design software to develop customer-focused websites and designs. Committed to high standards of web design, user experience, usability and speed for multiple types of end-users. I'm a hard-working, fast learner, excellent time management, committed to work, attention to detail, computer-savvy, and a team player.

Work Experience Receiving Clerk Robinsons Supermarket Corporation May 2017 to February 2019 Imus, Cavite Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues Organized storage areas to maximize efficiency of materials movements and minimize labor required Rectified problems such as damages and shortages by collaborating directly with vendor representatives Unpacked and examined incoming shipments to confirm consistency with records and routed materials to appropriate department Promoted inventory accuracy and proper records management by comparing shipment contents with paperwork Updated JDA system with data such as weights, charges and discrepancies Stock Inventory Clerk SM Department Store - Bacoor, Cavite September 2016 to February 2017 Removed all debris and packaging from boxes and separated for recycling or disposal Calculated correct order totals, updated accounts and maintained detailed records for inventory management Managed timely and effective replacement of damaged or missing products Collaborated with sales team members to stay current on inventory levels, complete accurate orders and resolve item issues Maintained productivity and accuracy while continuously lifting and unpacking over 30 pounds of box packages Stocked merchandise, clearly labeling items, arranging according to size or color, and preparing attractive displays Accepted delivered packages, verified products and checked delivery totals to keep system records current and accurate Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery

PHP Web Developer Saint Louis College - San Fernando, La Union October 2015 to March 2016 Analyzed requirements and designed, developed and implemented software

applications for multiple websites Represented web team at meetings with executives and discussed project goals and milestones Strengthened company brand and identity by creating distinctive website and logo Reviewed code to validate structures, assess security and verify browser, device and operating system compatibility Tested websites and performed troubleshooting prior to deployment Created site layout and user interface using HTML and CSS practices Used programming capabilities in PHP, SQL and JavaScript and other libraries as needed

Education Bachelor of Science in Information Technology Saint Louis College 2016 Skills MS

OFFICE, BUDGET, TIME MANAGEMENT, RELATIONSHIP MANAGEMENT, DATA ENTRY, Receiving Clerk, Warehouse Associate, Recieving, Web Development (Less than 1 year)

Assessments Technical Support Proficient June 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results:

[https://share.indeedassessments.com/share\\_assignment/z-akghbunbkie0ly](https://share.indeedassessments.com/share_assignment/z-akghbunbkie0ly) Intermediate Word

Processing with Microsoft Word Expert June 2019 Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments. Full results:

[https://share.indeedassessments.com/share\\_assignment/quuphvqcovnw7sle](https://share.indeedassessments.com/share_assignment/quuphvqcovnw7sle) Spreadsheets with

Microsoft Excel Highly Proficient June 2019 Measures a candidate s Microsoft Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: [https://share.indeedassessments.com/share\\_assignment/prpodqi8yq8-fagr](https://share.indeedassessments.com/share_assignment/prpodqi8yq8-fagr) Critical Thinking

Familiar June 2019 Using logic to solve problems. Full results:

[https://share.indeedassessments.com/share\\_assignment/pxr05mirdrnvmhxd](https://share.indeedassessments.com/share_assignment/pxr05mirdrnvmhxd) English

Communication Skills: Typing Familiar June 2019 Measures a candidate s ability to effectively transcribe text using a standard keyboard. Full results:

[https://share.indeedassessments.com/share\\_assignment/wvc9wkcaslgs3npi](https://share.indeedassessments.com/share_assignment/wvc9wkcaslgs3npi) Basic Computer Skills:

PC Highly Proficient June 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results:

[https://share.indeedassessments.com/share\\_assignment/75tbev7gqyo0c8lb](https://share.indeedassessments.com/share_assignment/75tbev7gqyo0c8lb) Attention to Detail:

Inventory Expert July 2019 Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise. Full results: [https://share.indeedassessments.com/share\\_assignment/oquum5abxntus-o2](https://share.indeedassessments.com/share_assignment/oquum5abxntus-o2) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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