

# Samantha Perez

## Warehouse Associate/Temp - Enertia, LLC

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Samantha-Perez/8212b6fe3184e3c2](https://www.indeed.com/r/Samantha-Perez/8212b6fe3184e3c2)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Warehouse Associate/Temp

Enertia, LLC - Pennsauken, NJ - July 2014 to Present

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Operate shrink wrap machine for specific medical journal reprinting projects
- Maintain shrink wrap machine in good working condition
- Keep a clean and safe working environment and optimize space utilization
- Complete diary logs for project counts and quality control
- Report any discrepancies to floor supervisor
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations mandated by OSHA

#### Sanitary Engineer

ABM Janitorial Service - Philadelphia, PA - December 2009 to January 2013

- Held responsibility of cleaning and maintaining the office floors, ceilings, windows and carpets.
- Used assorted equipment such as vacuum, floor washer and buffering machine to keep the office floors shining.
- Used chemicals to keep the environment sanitized while continuously adhering to safety precautions specified.
- Carried out minor repairs on common electrical equipment such as heaters and ventilators.
- Maintained the office lawn in proper condition by trimming and cutting shrubs and spraying insecticides, thus enhancing general appearance of building.
- Ensured safety of the premises and other assigned areas by keeping windows and doors locked after office hours.

#### Store Manager

CashWell Financial - Philadelphia, PA - November 2007 to November 2009

- Verify, authenticate and cash checks, process cash and check deposits; provide all services handle large amounts of cash in a busy environment. Comply with all federal banking compliance laws.
- Process bill payments and money transfer; manage inventory, handle unpaid check collections, provide customer service in store and via telephone.
- Reconcile registers, participate in loss prevention policies, open, and maintain customer check cashing files.
- Perform income and expense settlement for cash and inventory on the store level.

#### Head Waitress

Aramingo Diner - Philadelphia, PA - January 2006 to November 2007

- Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid service to diners: Greets guests and escorts them to tables.
- Schedules dining reservations.

- Arranges and host parties for patrons.
- Adjusts complaints regarding food or service.
- Hires and trains dining-room employees.
- Notifies payroll department regarding work schedules and time records.
- May assist in preparing menus.
- May plan and execute details for banquets.

### **Sales Associate**

Old Navy - Philadelphia, PA - February 2004 to March 2005

- Greeted customers and determined their needs and wants
- Provided advice to clients regarding particular merchandise
- Explained the use and advantage of merchandise to customers
- Answered customers' queries and concerns
- Reiterated prices and discounts as well as credit terms, return policies and delivery dates (if merchandise were ordered on line)
- Prepared sales contracts and accepted payment through cash, checks and credit card
- Assisted in display of merchandise
- Maintained sales records for inventory control
- Reconcile registers as required

### **Manager**

New Quality Restaurant, Restaurant - Philadelphia, PA - June 1999 to December 2003

- Preparing reports at the end of the shift/week, including staff control, food control and sales.
- Checking stock levels and ordering supplies.
- Recruiting, training and motivating staff and organizing and supervising the shifts of kitchen, waiting and cleaning staff.
- Responding to customer complaints and managing staff and providing them with feedback
- Maintaining high standards of quality control, hygiene, and health and safety.
- Helping in any area of the restaurant when circumstances dictate.

## **EDUCATION**

### **Diploma**

Cornerstone Christian Correspondence School  
2010

## **ADDITIONAL INFORMATION**

### **KEY QUALIFICATIONS**

- Efficient with cleaning tools, equipment and general maintenance work.
- Maintain excellent interpersonal communication, time management, and problem resolution skills.

### **COMPUTER AND OTHER SKILLS:**

Windows Applications (Word, Excel, Power Point, etc.), Outlook  
English, Spanish: native fluency in reading, writing, and speaking.

### **ADDITIONAL CAPABILITIES**

- Excellent ability to lift up to 75 lbs.
- Exceptional physical dexterity

- Good communication skills
- Experience with RF scanner