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JAYLEN MCAFEE

Shipping & Receiving Clerk

20 years old

PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with hands-on experience in retail, ecommerce, and inventory coordination. Proven ability to manage order fulfillment, maintain organized inventory systems, and deliver excellent customer service in fast-paced environments. Strong team collaborator with solid communication and problem-solving skills, developed through roles in online order management and retail support. Currently pursuing a Bachelor's degree in Computer Science, bringing a tech mindset and commitment to continuous learning. Eager to contribute to efficient shipping and receiving operations with a strong focus on accuracy and productivity.

EMPLOYMENT HISTORY

JUN2024 - AUG2024

Bakery Worker, Cub Foods, 3550 Vicksburg Ln N, Plymouth, MN 55447

- Collaborated with team members to maintain a positive and productive work environment in a fast-paced environment
- Arranged bakery displays to showcase baked goods, cakes, and pies to help product sales and organization

NOV2023 - JAN2024

Ecommerce, Cub Foods, 3550 Vicksburg Ln N, Plymouth, MN 55447

- Managed online order processing, guaranteeing accurate fulfillment and timely delivery/pickup
- Handled customer service by managing online orders, phone calls, and answering any questions
- Coordinated with team members on order management and best practices

AUG2022 - NOV2022

Retail Sales Associate, Best Buy, 13513 Ridgedale Dr, Hopkins, MN 55305

- Improved customer experience by actively addressing inquiries, leading to increased customer satisfaction and repeat purchases.
- Collaborated with team members to improve inventory processes, ensuring timely restocking and improved the availability of products.

EDUCATION

JAN2024 - PRESENT

Bachelor's degree, Augsburg University, Minneapolis, Minnesota

Currently studying computer science in my 2nd year of college. Participating in summer research during the summer.

SKILLS

Inventory Management

Teamwork

Time Management

Problem Solving