

JESSE MOORE

2633 Charolais Way Arlington, TX 76017
817-941-1159 jrmoore524@outlook.com

OBJECTIVE

I am a highly professional and motivated individual who excels at overcoming challenges in a team environment.

EXPERIENCE

JF Petroleum Group Warehouse Clerk

June 2019 – Present

- Maintains inventory of shipping materials and supplies.
- Responsible for coordinating pick up by the carrier for freight and ground shipments.
- Managing customer's purchase orders.
- Shipping/receiving, clerical, data entry, and inventory control processes on multiple software platforms including Microsoft Great Plains and SAP.

Moore Construction Services Contractor (Self-Employed) DFW Metroplex

February 2018-June 2020

- Residential repairs, residential remodels and new construction services.
- Design/Build
- Custom Carpentry and Metal Fabrication

Stanley Black and Decker Shipping/Receiving Clerk Fort Worth, TX

April 2015-February 2018

- Verify and keeps records on incoming and outgoing shipments
- Operate lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas
- Maintains inventory of shipping materials and supplies.
- Responsible for coordinating pick up by the carrier for freight and ground shipments.
- Managing customer's purchase orders.
- Picking orders to fill customers purchase orders.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Required to make pick-ups and deliveries to our suppliers for parts and raw materials using a company van.

Dallas Gold a Silver Exchange Sales Manager Arlington, TX

July 2012 – July 2015

- Perform monthly inventory audits to ensure all products are accounted for, and report findings to accounting department

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- Manage a fluent and profitable jewelry repair department, including, tracking, transferring, and receiving incoming and outgoing jewelry repairs.
- Responsible for ensuring store appearance is always in presentable conditions.
- Create monthly target goals, assist with accounting
- Assist the store manager to make sure the sales floor operates smoothly by working with sales associates and customers to make sure expectations are met.
- Ensuring the store meets monthly targets.
- Handles budgets, such as, balancing the stores books daily, monitoring inventory and handling cash being sent and received from the store, and overseeing transactions.

LPS National Flood Flood Map Researcher Arlington, TX

December 2010- July 2012

- Provide flood hazard data services, including flood zone determinations
- Aerial dispute resolution products
- FEMA community data
- Portfolio reviews and Elevation Certificates
- Use a variety of mapping tools available to identify a property's location and flood status using street and aerial map

EDUCATION

- Venture High School – May 2005
- CompTIA IT Fundamentals (ITF+) = May 2020
- Responsive Web Design – August 2019
- Microsoft Word Certification - January 2020
- Microsoft Excel Certification - January 2020
- Microsoft Access Certification - January 2020
- Microsoft PowerPoint Certification- January 2020

SKILLS

- Microsoft Office, including Excel, Power point, Word, Access
- HTML5, CSS3, JavaScript
- Windows XP, 7,8,10
- References available upon request