# Objective

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

# Experience

**JF Petroleum Group June 2019 – Present**

**Warehouse Clerk**

* 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 February 2018-June 2020**

**Contractor (Self-Employed) DFW Metroplex**

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

**Stanley Black and Decker April 2015-February 2018**

**Shipping/Receiving Clerk Fort Worth, TX**

* 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 July 2012 – July 2015**

**Sales Manager**

**Arlington, TX**

* Perform monthly inventory audits to ensure all products are accounted for, and report findings to accounting department
* 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 December 2010- July 2012**

**Flood Map Researcher Arlington, TX**

* 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