**Richard Loveless**

5005 Misty Oaks Drive

Charlotte, NC 28269

(720) 936-9293

[RichardLovelessIII@gmail.com](mailto:RichardLovelessIII@gmail.com)

**Career Focus**

Ambitious and detail-oriented individual with excellent communication skills and a strong motivation to succeed

**Summary of Skills**

* Cooperative team member
* Computer proficient
* Microsoft Office, Excel, Powerpoint proficient
* Quick learner
* Attention to detail
* Motivated worker
* Energetic and organized

**Experience**

Retail

* Assist customers with finding the correct parts
* Help diagnose problems with customers vehicles
* Managed weekly inventory control and stock ordering

Customer Service

* Maintained exceptional standards of customer service during high-volume, fast-paced operations
* Mastered Point-of-Service (POS) computer system for automated order taking
* Managed weekly inventory control and stock ordering

Warehouse

* Conducted daily inventory of warehouse stock
* Adjusted daily inventory
* Operated forklift to move and count warehouse stock
* Solving trouble tickets

**Work History**

**Integrity Staffing Solutions**

10240 Old Dowd Rd

Charlotte, NC 28214

(704) 769-2640

Temporary Amazon Employee - September, 2017 to December, 2017

**Advanced Auto Parts**

5335 Market Street

Wilmington, NC 28401

(910) 799-2288

Retail Parts Pro – August, 2014 to August, 2017

**Amazon**

1901 Meadowville Technology Parkway

Chester, VA 23836

(888) 892-7180

Problem Solver – August, 2013 to August, 2014

**Firehouse Subs**

11553 Busy Street

Richmond, VA 23236

(804) 897-7837

Shift Manager – January, 2013 to August, 2014

**Dunkin’ Donuts**

9225 Atlee Road

Mechanicsville, VA 23116

(804) 789-0514

Store Manager – February, 2013 to July, 2013

**Jimmy John’s**

3754 Elm Street

St Charles, MO 63303

(636) 724-3100

Shift Manager – April, 2012 to December, 2012