|  |  |  |
| --- | --- | --- |
|  | **Jared  Bailey** | M. jaredbailey313313@gmail.com  C. 304-663-5998  Fayetteville, WV 25840 |

|  |  |
| --- | --- |
|  |  |
| **Summary**  Hardworking individual with consistent and reliable job history.  Experienced in moving materials, operating machinery and supporting team needs. Focused on helping crews complete skilled work. Handle the creation and payment of transactions from customers.  Efficient worker with strong stock management and merchandising abilities. Proven skill in helping customers and multitasking in fast-paced, physically demanding environments.  Completed an associate degree in accounting with plans to transfer to a four-year school and earn a bachelor degree. After completion of the four degree for accounting I plan to continue and earn my CPA certification.  **Skills**   * Recordkeeping abilities * Associate level accounting practices * Computer literate * Strong work ethic * Quality management systems * Quality control * Detail-oriented * Financial management and reporting * Strong communication skills   **Education and Training**  Associate of Science  BridgeValley Community And Technical College  Charleston, WV,  Accounting | **Experience**  **Kroger**  *Produce Clerk  |  Oak Hill, WV       08/2015 to Current*   * Prepared products for sales floor by adding tags and readying pallets or restocking. * Helped customers complete purchases, including processing payments and bagging items. * Verified invoices against delivered merchandise to check shipment accuracy. * Updated signage to reflect current prices and help promote target merchandise. * Completed daily cycle counts and monthly audits of specified segments to keep inventory current and accurate. * Assisted customers based on currently available product, promotional and policy information. * Reviewed current planograms and end cap placements to properly merchandise items. * Stocked pallets throughout shift to keep warehouse clean, maintained and organized. * Greeted customers and provided immediate and courteous service at all times. * Operated different grocery store equipment including balers, power jacks and slicing machines. * **Activities and Honors** * Served as the vice president of the local chapter of PBL while attending college * Attended state business competitions and placed second in the accounting division * An active member in PTK, the local chapter of the honor association for keeping a GPA at or above a 3.5 * Completed hours of community service each semester including manning booths at special events and trash pick-up for the Department of Highways |