

# CALVIN P. TANG

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## SHIPPER & RECEIVER/ OFFICE CLERK/ ORDER PICKER

### HIGHLIGHTS OF QUALIFICATIONS

- Proficiency in MS Office software applications, SAP and Internet
- Excellent understanding of safety standards and policies
- Over 5 years of work experience in customer service
- Strong clerical, customer service, interpersonal, oral and written communication skills
- Proficiency in using various databases for supply chain and finance
- Achieves high standards of excellence by paying close attention to detail and accuracy
- Reliable, high level of accountability and initiative, self-motivated with strong organizational skills
- Well organized, quick to learn, and able to work under pressure
- Hardworking and able to perform manual labour
- A team player, and able to work independently with little supervision, enthusiastic, with great multi-tasking skills, goal oriented and eager to learn new skills
- Ability to be flexible and adapt to changes while keeping focus on goals and managing multiple priorities
- Ability to work under pressure and in a fast pace environment
- Able to follow instructions and complete work on time

### SPECIAL SKILLS

- License to operate a walkie, forklift, and a swing truck
- Data entry is 80 W.P.M (20,000 KPH)

### WORK EXPERIENCE

#### Shipping/Receiving/Inventory Clerk, Premium Uniforms, Toronto

Sep 2020 - Present

- Ensure orders are in proper boxes for accurate and timely delivery
- Ensure pallets are safely wrapped for accurate and timely delivery
- Provide tracking information when needed
- Coordinate with courier and shipping companies to pick up orders
- Properly and safely load pallets onto trucks using a walkie or forklift
- Ensure pallets are loaded onto the correct trucks
- Enter all shipment details into a database
- Collaborate with other departments to ensure orders are shipped in a timely and accurate fashion
- Ensure trucks dock properly and safely for loading and unloading
- Unloading and receiving all goods
- Organize goods onto pallets for storage

#### Produce Clerk, Metro Inc., Toronto

Nov 2019 - Aug 2020

- Assisted customers with questions regarding merchandise and helped locate items for them
- Collectively arranged and organized product shelves
- Retrieved merchandise from back storage room areas and actively resolved discrepancies over pricing or availability of merchandise
- Packed and unpacked items to be stocked on warehouse shelves
- Verified inventory computations by comparing them to physical counts of stock and recorded any discrepancies.
- Cleaned and maintained storage areas to ensure compliance with safety regulations
- Performed quality control inspections of shelved merchandise and reported damage to supervisor

#### Labour, Kamfair Drapes Inc., Toronto

Jan 2016 - Nov 2019

- Aided in installing window coverings such as shutters, shades, and curtains

#### Construction Labour, Calta Trading Ltd., Toronto

2014 - 2019

- Aided in home renovations

#### Inventory/ Data Entry Clerk/ CSR, Jeanne Lottie's Fashion Inc., Toronto

Nov 2013 - Jan 2014

- Finance & Compensation Specialist (contact), SiriusXM Canada, Toronto** **Apr 2012 - Apr 2013**
- Maintained payment spreadsheets for each automotive manufacturer
  - Used Microsoft Access to compile revenue data which is used to calculate revenue share payments based on revenue share rates as set by contract
  - Oversaw the payments of revenue share to automotive manufacturers
  - Created and entered month end journal entries
  - Ensured monthly, quarterly, and annual payments are processed correctly and on time
- Researcher (Contract), EMEND Management Inc., Toronto** **7/2008 – 9/2008, 11/2010 – 4/2011**
- Research HR articles and compile salaries on various professional positions into a master spreadsheet
- Financial Analyst (Compensation Shared Services), Rogers Communications Inc., Toronto** **Sep 2008 – Oct 2010**
- Prepare and calculate monthly, quarterly, and annual MDU (Multi Dwelling Unit) revenue share payments
  - Oversaw the payments of revenue share to MDU buildings
  - Ensure MDU buildings are correctly maintained under the proper Consortium
  - Provide payment backups for each of the Consortium
  - Maintain and update revenue share dashboard
  - Ensure Marketing Agreements align with payment method for each of the Consortium
  - Provide adhoc analysis on MDU revenue share
  - Prepare and calculate monthly commissions to 3<sup>rd</sup> Party National D2D vendor
- Reporting, Planning, and Analysis Specialist (Consumer Marketing), Rogers Communications Inc., Toronto** **Feb 2006 - May 2008**
- Provided weekly reporting for Mobility, ExpressVu, Sympatico and Prepaid Cards for Branded and National Retail channels
  - Provided support to the Sales and Marketing teams
  - Created new weekly reporting to support the Sales and Marketing teams for each Line of Businesses
  - Completed adhoc reports for requests from the teams
  - Provided various analysis of programs/offers out in the field
  - Provided support to the National Retail Channel Planning process ie. Forecasting/creating targets
  - Developed and maintained annual Mobility, ExpressVu, and Sympatico Account Plans
  - Managed National Retail Channel Team's budget
- Dealer Compensation/Manager Compensation Delivery, Bell Canada** **Oct 2004 - Feb 2006**
- Ensured accurate and timely payments of ExpressVu Commissions, Commission Adjustments and Promotions such as installation payments, spiffs, and hardware margin
  - Oversaw the payments of various compensation to Retailers
  - Ensured accurate and timely payments of Mobility and Sympatico National Retail Commissions
  - Ensured accurate and timely payments of various manual payments such as Mobility Direct Fulfillment Commissions, Sympatico Value Add Gift Card reimbursements, Mobility National Retail Volume Incentive, and Sympatico Home Networking Spiffs
- Sales/ Reverse Logistics/ Warranty & Services Analyst, Bell ExpressVu/Bell Distribution** **2003 - 2004**
- Financial Operations/ Dealer Compensation Representative, Bell ExpressVu, Toronto** **2002 - 2003**
- Accounts Payable/ Data Entry Operator, Bell ExpressVu, Toronto** **2000 - 2002**
- Store Clerk, Book Deals, Toronto** **1994 - 2000**
- Mailroom Clerk, Ontario Securities Commission, Toronto** **1998 - 1999**
- Office Assistant, Centre for the Advancement of Trenchless Technologies, Toronto** **1998**
- Building Maintenance Mechanic Student, Ontario Science Centre, Toronto** **1997**

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## EDUCATION

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- Ontario High School Diploma, Upper Canada College, Toronto 1989-1994
- Bachelor of Arts Degree (not completed), University of Waterloo 1994-1999

*REFERENCES AVAILABLE UPON REQUEST*