

Resume 690

OBJECTIVE

Highly motivated, knowledgeable, and results-driven professional to secure a position with your company, utilizing my extensive skills, training, expertise, and experience

SUMMARY OF QUALIFICATIONS

- Over 5 years' experience in a warehouse settings including performing regular inventory checks utilizing barcode readers, and organizing warehouse facilities daily
- Over 5 years' experience replenishing shelves and racks with new merchandise and/or food items
- Some experience performing security and/or loss prevention duties to deter shoplifting in a retail store setting
- Some experience in commercial cleaning, knowledgeable with using and applying various cleaning agents depending on the project
- Experienced performing shipping and receiving duties including loading and unloading trucks
- Experienced operating commercial washers and dryers in a hotel setting
- Strong communications, math, and problem-solving skills
- Experienced using computers, Windows, MS Office, Internet research, and email
- Multi-tasks effectively, learns new systems quickly, and completes all assignments/projects on-time or ahead of schedule
- Works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

12/21 – 05/22

Document Custodian

M&T Bank – Through Lance Soft Agency, Buffalo, NY

- Certified the complete and accurate representation of the documents within its control.
- Maintained mortgage documents throughout the life of the loan, adhering to all federal regulations.
- Reviewed loan agreements to ensure that they are complete and accurate according to policy.

05/20 – 09/21

Warehouse Associate

Starline USA, Inc., Grand Island, NY

- Scanned, picked and pulled online orders to be shipped.
- Sealed and secured orders for shipments to various customers around the country and Canada.
- Prepared documents, such as work orders, bills of lading, or shipping orders, to route materials.

11/19 – 05/21

Sales Manager

Transportation Center of WNY, Niagara Falls, NY

- Ran daily operations, assisting customers with test drives and financing; accepted large cash payments and deposited them into the bank.
- Assisted in picking up cars from auctions and rearranged the lot for customers.
- Detailed and sent cars out for repairs

11/18 – 10/19

Customer Service Representative

Transworld Systems, Inc., Buffalo, NY

- Assisted customers in home mortgage payments with loan modifications.
- Offered pre-payment programs to customers who are going through financial difficulty.

03/14 – 09/19

Garden Associate

Home Depot, Niagara Falls, NY

- Received shipments of supplies, flowers, etc. using forklifts` to reposition merchandise throughout the department
- Assisted customers with product selections and transporting heavy materials to their vehicles
- Cleaned the dept. area including power washing, using gas powered blowers and sweeping as needed.

01/17 – 11/18

Capital Management

M&T Bank, Buffalo, NY

- Assisted customers in home mortgages, informing them about changes in escrow accounts.
- Advised customers in past due payments.
- Helped with mortgage payment options if customer defaulted on making payments.

05/15 – 01/16

Shift Supervisor

Sperry Top-Sider, Niagara Falls, NY

- Provide customer service by greeting and assisting customers; responding to customer inquiries and complaints.
- Directed and supervised employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Examined merchandise to ensure that it is correctly priced and displayed and that it functions as advertised.

10/13 – 01/14

Commercial Cleaner

Unicco, Lewiston, NY

- Assigned to clean various buildings at Niagara University, including sweeping, mopping, removing trash from receptacles, etc.
- Operates floor scrubbers, waxers, and buffers

08/12 – 08/13

Stock Person

WalMart Super Center, Niagara Falls, NY

- Unloads truck shipments of merchandise and moves merchandise from warehouse to sales floor shelves and racks
- Performs inventory and utilizes handheld barcode scanners and uploads data into computer database
- Organizes merchandise on sales floor shelves and racks

07/11 – 06/12

Laundry Aide

Sheraton Hotel, Niagara Falls, NY

- Operated commercial washers and dryers, folds linens
- Ensured that guests had everything they needed or requested and followed up in a timely fashion

09/10 – 01/11

Loss Prevention Associate

Sears Holdings, Boynton Beach, FL

- Conducted routine inspections of the retail store in plain clothes to deter shoplifters and other security measures
- Monitored CCTV screens as necessary

EDUCATION AND TRAINING

Associate of Applied Science, Computer Networking / Science

Lincoln College of Technology, West Palm Beach, FL

Diploma

Palm Beach Lakes High School, Palm Beach, FL