

Danielle Coward

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Summary

Reliable, team-player, who is self motivated with over three years of experience in customer service, warehousing and cashiering. I am seeking to obtain a position in a professional environment where my experience and skills will be utilized, and be an asset to the company with ability to grow.

- Excellent verbal and written communication skills.
- Strong ability to manage time effectively and meet deadlines.
- Efficient multi-tasker, with high attention to detail.
- Highly resourceful with great organization skills.
- Strong ability to work in fast pace environments on a team, or on my own.
- Type 50 wpm, and proficient in Microsoft Word, Excel, Internet, and E-Mail.

Work Experience

Receiving Clerk/Packer/Picker 06/2012-01/2015

Innex Inc., Pomona, CA

- Receive and account for merchandise.
- Verify purchase orders, placing merchandise in designated areas, noting any overages or shortages.
- Inspected deliveries for damages in transit.
- Restocked isles accordingly to ensure cleanliness for pickers.
- Unloaded, counted and tagged containers in timely manner.
- In-house certified for sit-down forklift.
- Picked and packed orders to guarantee customer satisfaction.
- Oversaw employees to assure proper procedures were in place.

Quality Assurance Tech/Packer/Machine Operator 11/2011-06/2012

Adventure Lanka, Montclair, CA

- Checked code dates to insure they were correct.
- Tested moisture, density, and color of cereal.
- Enforced safety and health regulations.
- Documented daily production and packaging reports.
- Insured production was running smoothly, as far as taste, size, shape, and color.
- Prepared paperwork for next shift.
- Molded plastic parts for customer satisfaction.

Cashier 09/2011-10/2011

Cornucopia, LA County Fair, Pomona, CA

- Worked the cash register taking orders and passing out the food.
- Customer satisfaction guaranteed.
- Cleaned and restocked.

Sandwich Artist/Store Manager, 06/2010-07/2011

Subway, Corona/Riverside CA

- Opened the store daily assuring it was properly cleaned the night before.
- Oversaw employees enforcing safety, health, and security regulations.
- Daily inventory, as well as receiving and accounting for deliveries.
- Daily banking and cashiering.
- Cleaned and restocked store.
- Customer satisfaction guaranteed.

Cashier 05/2008-12/2009

Kentucky Fried Chicken/Taco Bell, Corona, CA

- Sales Cashier for drive-thru and dine in.
- Customer service guaranteed.
- Cleaned and restocked.
- Met timed deadlines for drive-thru customers.

Education

- Riverside Community College, Norco, CA 09/2008-pending
- Norco High School, Norco, CA 09/2004-06/2008

References upon request.