

Roman Dokuchaev

Round Lake, IL

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1. Excellent communication skills, eager to learn
2. Fast learner with positive attitude, very punctual
3. Able to perform general office functions such as taking phone calls, handling mail, maintaining files and records, and working with copy, and fax machines
4. Provide excellent customer service by resolving customer problems / complaints
5. Bilingual in English and Russian (speaking, reading, and writing)
6. Ability to multi-task, good organization skills, detail-oriented
7. Strong computer skills (Microsoft products)

WORK EXPERIENCE

Material Handler 1

Actavis - Gurnee, IL - August 2005 to Present

Responsibilities

1. Handle all the outgoing shipments, loading unloading and moving materials
2. Put outgoing shipments together, verify quantity and quality for orders
3. Process orders, enter and correct information
4. Check for damaged orders, verifies items shipped, packages, wraps.
5. Handle damaged orders and process the paperwork
6. Maintain inventory records

Sales associate

Jewel osco - Chicago, IL - September 2001 to August 2005

1. Sales floor associate, assigned to specific area, keep area neat and stocked
2. Customer Service, assist guests
3. Cashier
4. Cart attendant

Food technologist

Parnas-M - Petersburg, VA - July 2000 to August 2001

Make sure meet meets all the standards

Process orders

ADDITIONAL INFORMATION

Oakton community College 08/2003-10/2005(Skokie.IL)

College#49 associates degree, The Chief (Saint-Petersburg, Russia) 09.01.1999-05.31.2001. Computer courses, 09.02.1999-5.31.2000Microsoft Word.Microsoft Excel. Microsoft Power Point. (Saint-Peterburg, Russia) 55 high school 09.01.1988-06.10.1999(Saint-Peterburg, Russia)