

Roderick Smith-Davis

Inventory/Stock Agent - Ace Hardware

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To obtain a stable position with longevity that will enable me to utilize and further develop my skills while creating a mutual growth within the company.
Authorized to work in the US for any employer

WORK EXPERIENCE

Inventory/Stock Agent

Ace Hardware - Prince George, VA - 2012 to Present

Compare merchandise invoices to items received to ensure that shipments are correct.

- Inspect product for any damage, and record on damage log if necessary.
- Process and return any damaged materials to the vendor.
- Remove incoming stock items from shipping pallets upon receipt from main warehouse.
- Label sales items from shipping pallets, and place them in designated areas throughout the business for consumer purchases.
- Take inventory or examine merchandise to identify items to be reordered or replenished; requisition from supplier based on available space and customer demand.
- Maintain cleanliness and order among display cases, shelves and aisles.
- Provide quality customer service by answering consumer questions and advising on merchandise selection where appropriate.
- Operate forklift within the warehouse as needed to relocate merchandise and/or materials.
- Removes snow and ice from sidewalks, walkways, steps, and driveways.

Board Member

HOPS, Inc - Portsmouth, VA - 2005 to Present

Portsmouth, VA

Board Member

- Serve as a volunteer board member in a tax exempt organization in operation for 24 years, supplying goods or services to the poor.
- Assist to steer the organization towards a sustainable future by ensuring adequate resources and adopting sound governance and financial management policies.
- Provide prudent use of all assets and oversight for all activities that advance the nonprofit's effectiveness.
- Assist in making decisions in the best interest of the organization and not in self-interest.
- Guarantee that the organization obeys laws and acts in accordance with ethical practices, and adheres to stated purposes and mission.

Auditor

Food Distribution - Disputanta, VA - 2010 to 2011

Played a key role in verifying proper food safety practices in order to protect plants, stores and consumers.

- Ensured food safety, regulatory compliance and quality of foods and ingredients through audit and corrective action.
- Addressed product's physical appearance, functionality and composition.

- Reviewed and monitored critical information.
- Adhered to company specifications, and procedures and standards.
- Communicated effectively with supervision and staff to ensure adequacy of food safety, pest control, operational methods, personnel practices, maintenance and cleaning practices.
- Prepared reports and other job related documents in a timely and efficient manner.

Sandwich Artist

Food Services - Stony Creek, VA - 2008 to 2010

Assisted customers with orders and prepared food to customer specifications.

- Operated cash registers, totaling customer orders and receiving payment and returning proper change as needed.
- Assisted customers by fielding customer questions and complaints about personnel or products.
- Maintained cleanliness of kitchen, restaurant and restroom areas.
- Upheld inventory of food goods and stocked as needed when supply ran low.
- Completed any other duties assigned by a Subway manager.

Cook/Cashier

Food Services - Waverly, VA - 2007 to 2008

Inspected food preparation and serving areas to ensure observance of safe, sanitary food-handling practices.

- Cooked and seasoned food according to company procedures; turned or stirred foods to ensure even cooking.
- Portioned, arranged and packaged food and provided to cashiers for service to customers.
- Regulated temperature of grills, broilers, ovens and fryers.
- Greeted customers politely when they entered the restaurant.
- Washed, peeled and cut fruits, vegetables or other foods as needed to prepare for customer consumption.
- Kept records and accounts for food supplies to maintain adequate inventory.
- Managed monetary exchanges in the restaurant by taking orders and recording transactions both at the counter and at the drive thru.
- Balanced cash drawer and credit card purchases at the completion of each shift.
- Served as a liaison between the customer, the managerial staff and the kitchen staff; monitored orders and provided accurate and prompt delivery.
- Kept the front area of the restaurant clean and well stocked.

EDUCATION

Richard Bland College Prince George - Prince George, VA