

Allison Murakami

Westland, MI 48185

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Motivated and dedicated entry-level business professional experienced in communication, customer service, and leadership roles is seeking to attain a position which will allow me to utilize my experience while building institutional knowledge and promote professional, personal and team growth

Authorized to work in the US for any employer

Work Experience

Stockroom Partner

Cintas K15 Clean Room - Westland, MI

October 2019 to Present

- Order picking - Using handheld computer with SAP program to select orders for customers
- Inventory Control - Replenishing stock, counting inventory, and entering inventory into Cintas system to maintain inventory levels
- Garment Labeling - Printing customer labels on SAP systems and then using a heat press to affix labels to sterile/non-sterile garments
- Repairs/replacements - Examine garments to determine if repair is advisable or replacement is necessary. Repair the garment, if repairable, and send back through processing for customer. Scan the barcode for replacement with handheld computer if replacement is necessary
- Goggle Processing - Inspect goggles for damage and replace if necessary, then clean remaining goggles and scan before sending to clean room for sterilization and bagging

Assistant Manager

Value World - Westland, MI

July 2010 to Present

Accomplishments

- Performed cashier duties and coordinated point-of-sale transactions
- Cleaned and organized the sales floor
- Managed cash resources of the store: Coordinated bank drops, balanced cash drawers and safe to ensure accuracy of the store's assets
- Processed opening and closing sales paper work, tracking sales from day to day operation of the business
- Managed team of 20-25 people to ensure work is completed accurately and expediently
- Delegated duties to crew members, ensuring coverage of all positions to make production goals
- Sorted, evaluated and priced merchandise to be distributed on sales floor

Accounts Payable/ Accounts Receivable/Cashier

North Brothers Ford - Westland, MI

January 2018 to August 2018

Accomplishments

- Cashier: Greeted customers and cashed out their repair orders by calculating discounts, upselling the Rewards Program, and directing customers to where they need to be during their visit.
- Accounts Payable: Go through statements and pay bills, send off invoices to departments for purchase orders, ordering office supplies, posting journal entries.
- Accounts Receivable: Printing and mailing of statements each month, receipting in customer payments on statements

Tax Preparer

Liberty Tax - Westland, MI
November 2011 to April 2012

Accomplishments

- Prepared tax returns for the 2011 tax season

Assistant Property Manager

Simply Self Storage - Wayne, MI
November 2005 to June 2007

Accomplishments

- Rented and maintained storage property
- Cash reconciliation including bank deposits, creating spreadsheets for sales reporting
- Retail sales, file management, customer service, and answering phones
- Simply truck rental services
- Creating documents using Microsoft Office

Property Manager

Shurgard Storage Centers - Canton, MI
June 2001 to July 2005

Accomplishments

- Rented and maintained storage property
- Cash reconciliation including bank deposits, and sales reporting
- Customer service, inventory, retail sales, file management, answering phones, spreadsheet and document creation using Microsoft Office
- Managed a marketing campaign to promote Shurgard Storage Centers, using a parade in the city of Canton as a platform, as well as creating advertising materials with MS Office used in parade
- Managed a Budget Truck rental location in addition to Shurgard Storage facility increasing Budget Truck sales 90% over the previous year
- Weekly and Month-end Sales reporting
- Analysis of General Ledger and Profit and Loss statements

Education

Associates Degree in Business

Henry Ford College
May 2018

Skills

- Cash Handling

- Sales
- Customer Service Skills
- Management
- training
- Scheduling
- Team Building
- Word
- Microsoft Excel
- Computer skills
- Bank Reconciliation
- SAP
- Store Management Experience
- Property Management
- POS
- Upselling

Assessments

Logic & critical thinking — Proficient

September 2019

Using logic to solve problems.

Full results: [Proficient](#)

Scheduling — Proficient

August 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.