

# Andrew Alvarez

(H) 773-870-7970 | alvarezandrew434@gmail.com | Minneapolis, Mn

## SUMMARY

Hard working stock lead with 2 years of experience working for Express Inc. Responsible and resilient mindset. Managing the stock room daily, processing, organizing, labeling and scanning merchandise. Highly innovative mindset always driving for the best results possible.

## SKILLS

- Stockroom procedures
- Product organization
- Dependable and reliable
- Adaptive team player
- Patient evaluation
- Rapport and relationship building

## EXPERIENCE

Stock Lead, Express Inc., January 2017-Current  
Minneapolis, MN

- Monitored work areas for cleanliness and obstacles, moving cartons and boxes to keep all aisles free of clutter for ease of movement.
- Demonstrated great teamwork skills with staff members involved in production and transport.
- Replenished inventory with focus on addressing customer needs.
- Readied merchandise for sales floor by marking items with identifying codes and accurate pricing.
- Organized storage of articles in bins, floor, shelves and assigned areas according to product categorie
- Prepared all inventory for MOS and performed actual tranfers of all product

Personal Care Assistant, Department Of Health, November 2010-November 2015  
Chicago, IL

- Helped clients maintain daily living standards by assisting with personal hygiene needs.
- Provided patients and families with emotional support and instruction in preparing healthy meals, independent living skills and adaptation to disability or illness.
- Scheduled recurring service appointments to provide client care as needed.
- Transported clients to complete required tasks such as medical appointments and grocery shopping.
- Monitored health and well-being of each client, including any significant health changes.
- Built strong and trusting rapport with clients and loved ones.

## EDUCATION AND TRAINING

GED

Marie Curie High School, Chicago IL