

Summary

Skills

Experience

- October 2016 **Kroger** Atlanta, GA
to **Grocery Clerk**
- November 2017 Delegated tasks to team members to optimize productivity.
Greeted all customers.
Handled products and equipment in accordance with safety and sanitation guidelines.
Conducted price checks for cashiers and service clerks.
Handled resets according to schedule, including deleted and new merchandise.
Ordered and shelved weekly sale items for customers.
Organized and positioned product cases in produce warehouse and walk-in cooler.
Broke down heavy pallet loads of cases, boxes and bags.
Arranged and stocked department displays.
Gave every customer immediate and undivided attention.
Offered product recommendations when appropriate.
Complied with health and sanitation practices and procedures.
- February 2015 **Auto Driveaway - Atlanta** East Point, GA
to **Professional Driver**
- October 2016 Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes.
Conducted daily DOT pre-trip inspections according to a set checklist.
Balanced and handled expense accounts for each trip.
Retained valid proof of insurance and registration in vehicle at all times.
Submitted reports on the condition of the truck at the end of each trip.
Maintained records required for compliance with state and federal regulations.
Delivered customer orders to homes and places of business within established time frames.
Interacted with customers and vendors in a friendly and timely manner.
Transported vehicles
Notified supervisor of any customer or delivery problems.
Submitted a daily mileage log with trip sheet, fuel, maintenance and delivery documentation.
Maintained telephone and radio contact with supervisor to receive delivery instructions.
Recorded expenses and maintained receipts. from origin to destination in a safe and timely manner.
- January 2014 **Reyerson Steel** Atlanta, GA
to **Material Handler**
- September 2015 Greeted all customers. Handled products and equipment in accordance with safety and sanitation guidelines. Handled resets according to schedule, including deleted and new merchandise. Ordered and shelved weekly sale items for customers. Safely operated manual and electric pallet jacks. Broke down heavy pallet loads of cases, boxes and bags. Arranged and stocked department displays. Emphasized fast, friendly customer service. Offered product recommendations when appropriate. Gave every customer immediate and undivided attention. Complied with health and sanitation practices and procedures. Maintained accurate stock records and schedules. Selected products for specific routes according to pick sheets. Unloaded, picked, staged and loaded products for shipping.

Rotated stock by code and receiving date. Transported goods from racks, shelves and vehicles by way of forklift or pallet jack. Worked at a rapid pace to meet tight deadlines. Banded, wrapped, packaged and cleaned equipment. Operated powered lift trucks, floor sweepers, pallet jacks and forklifts safely, with a 0% incident rate.

March 2010 **Amerifleet Transportation** Alpharetta, GA
to **Professional Driver**

January 2013 Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes. Processed shipment documents neatly and efficiently for each load. Obtained and maintained proper delivery authorization and pickup documentation. Conducted daily DOT pre-trip inspections according to a set checklist. Balanced and handled expense accounts for each trip. Retained valid proof of insurance and registration in vehicle at all times. Submitted reports on the condition of the truck and cars. Maintained records required for compliance with state and federal regulations. Delivered customer orders to homes and places of business within established time frames. Interacted with customers and vendors in a friendly and timely manner. Transported. Notified supervisor of any customer or delivery problems. Submitted a daily mileage log with trip sheet, fuel, maintenance and delivery documentation. Maintained telephone and radio contact with supervisor to receive delivery instructions. Recorded expenses and maintained receipts. Transported vehicles from origin to destination in a safe and timely manner. at the end of each trip.

Education and Training

2010 **Medix Welding Tech** Symrna, GA, US
Certification: Welding Engineering