

Bianca Smith

Austin, TX 78726

biancasmith162_zg4@indeedemail.com

+1 210 725 6749

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Mail Clerk/Mail Handler

IntelliSource - Tesla - Austin, TX

December 2021 to Present

Maintain meticulous planning and note taking

High level of accuracy in a very high paced environment

Proficient at data entry

Close partnership among managers to maintain company guidelines and goals

Clear, concise and honest communication

Reaching out to different departments company wide via emails and teams

Assist mail team with questions and concerns

Excellent attendance

Shipping/Receiving Clerk

Insperity - Austin, TX

October 2020 to November 2021

Maintain a high level of accuracy

Complete shipments and packages

Handle inventory adjustments

Make contact with customers with excellent customer service via telephone and e-mail

Fast paced environment

Partnering with leadership over warehouse questions, concerns and reports

Exhibit high level of accountability

Excellent attendance

Merchandising Assistant

SHOPLC - Austin, TX

July 2020 to May 2021

Provide excellent customer service

Classifying high end gems, stones and jewelry with accuracy

Excellent communication skills with local and international vendors

Proficient with Excel and Word

Working in a fast paced environment

Tracking shipments and identifying shipment delays

Updating leadership on shipments

Making purchase orders
Completing and executing purchase transactions
Creating item codes/SKUs

Forklift Operator

Walmart - New Braunfels, TX

January 2020 to July 2020

Unloading freight with RC and clamp forklifts
Palletizing freight
Certification in forklift operations
Being accurate while working in a fast paced environment
Material handling
Meeting productivity goals
Excelled in fast paced work environment
Maintained clean and orderly space while working
Utilizing slotting system to place pallets in proper warehouse location
Identifying issues with freight/products and relaying message to leadership

Merchandising Specialist

Best Buy - San Antonio, TX

October 2014 to January 2020

Breaking down trailers of product and stocking onto sales floor
Understanding UPCs and SKUs
Using standard jack/powerd jack
Maintained functionality of displays for customer interactions
Understood warehouse safety guidelines
Assisted management with planning and scheduling
Greeting and helping customers with questions and advice they may need on the wide array of products offered at Best Buy
completing planogram execution correctly, neatly and timely
Leading a team of 5/6 people full time in order to remain on top of work in the same time period
Leading my team to win the Achievers contest held every year for the operation teams at Best Buy
Playing a key role (one of three people) completed yearly Physical Inventory with minimal issues and incorrections

Education

Associate in Science (AS) in Computer Science

St Philip's College - San Antonio, TX

January 2015 to Present

Skills

- C++ (Less than 1 year)
- Organizational Skills
- Training

- Customer Service Skills
- Inventory Management
- retail sales
- Sales
- CPR
- Microsoft Word
- Warehouse Experience (4 years)
- Load & Unload (2 years)
- Basic Math
- Powerpoint
- problem solving
- Microsoft Excel
- Word
- Coaching
- Computer Science
- Planograms
- Merchandising
- Sales Experience (2 years)
- Phone Etiquette (2 years)
- Freight Experience
- Time Management
- Materials Handling
- Pallet Jack
- Computer Networking
- Order Picking
- Packaging
- Shipping & Receiving
- Java
- Software Development
- Agile
- Technical support

Awards

Best Buy Achievers' Award

January 2018

Placed 1st in Achievers' competition that measured store environment (stocking, handling/shipping, display functionality, customer experience)

Top Gun award

February 2020

Nominated by my peers and leaders for Top Gun employee award

Certifications and Licenses

Forklift Certified

April 2020 to Present

Trained on both RC and clamp forklifts for two weeks and passed test demonstrating safe and proper use of equipment