

Breanna Luke

Westminster, CO 80031

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Authorized to work in the US for any employer

Work Experience

Babysitter/Nanny

Castle Rock, CO

January 2025 to Present

- Cared for a toddler 2yrs and 9 year old ensuring safety, engagement, and emotional support in a home setting
- Managed daily routines including diaper changes, meal preparation, nap and bedtime schedules
- Planned and led age-appropriate activities such as outdoor play, reading, dancing, and crafts
- Assisted with early childhood development through reading, interactive play, and homework help
- Maintained a clean, organized environment by completing light housekeeping tasks
- Communicated effectively with parents to provide daily updates and ensure consistency in care

Inventory Control Specialist

Nordstrom-Lone Tree, CO

May 2023 to December 2024

- Coordinated with vendors to resolve any issues related to shipments or damaged goods
- Performed regular cycle counts to verify physical inventory matches system records
- Identified slow-moving or obsolete items and recommended strategies for clearance or markdowns
- Maintained a clean, organized, and visually appealing storeroom area at all times
- Monitored expiration dates of perishable products and facilitated their timely removal from shelves as needed
- Managed shipping and receiving operations, ensuring accurate and timely processing of all incoming and outgoing shipments

Fullfillment Associate

Macy's-Broomfield, CO

September 2021 to May 2023

- Complete fulfillment orders including picking merchandise, packing & shipping orders, and making in store pickup orders ready for customers.
- Pack properly to make sure every customer receives their package in great conditions.
- Monitor alerts to make sure all orders are picked and packed on time.
- Working with a team to make sure fill rate is always up.
- Engaging with customers and ensuring the customer is always the priority

Store Operations Associate

JCPenney-Westminster, CO

February 2017 to August 2021

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- Managed daily store operations, including opening and closing procedures, cash handling, and inventory management
- Performed regular audits to maintain accurate inventory levels and minimize shrinkage
- Assisted in the development of training materials for new hires on store operations policies and procedures
- Coordinated physical inventory counts as part of quarterly audit processes, ensuring accuracy between recorded stock levels and actual merchandise on hand
- Resolved customer complaints or concerns regarding store operations promptly while maintaining a high level of professionalism
- Assisted in visual merchandising efforts by arranging displays according to brand guidelines

Education

High school diploma

Northglenn High School-Northglenn, CO

August 2012 to May 2016

Skills

- Communication skills
- Customer service (6 years)
- Google Suite
- Customer support (2 years)
- Computer skills
- Warehouse Experience (4 years)
- Organizational skills
- Heavy lifting
- Order fulfillment
- Leadership
- Time management
- Microsoft Word
- Microsoft Outlook
- Clerical experience
- Pricing
- Packaging (3 years)
- Driving
- Microsoft Office
- Shipping & Receiving
- Moving
- Help desk (2 years)
- Inventory management
- Freight (4 years)
- Logistics

- Technical Support
- Order Picking
- Load & Unload
- Merchandising (6 years)
- Inventory Control
- Microsoft Excel
- Office experience
- Medical terminology
- Management