

Derek Chapman
4307 W. Kenyon Avenue
Denver, CO 80236
720-626-3346

I am looking to further my work experience and am interested in advancing to the next level in a processing/data entry position. I have excellent customer service skills which would be best used in developing a good relationship with clients/vendors. I also am extremely organized, have a very strong work ethic and am very personable.

Work Experience

Target

Stock Person

November 1999 – Current

- * Assisting customers
- * Unloading trucks
- * Stocking shelves
- * Backup for cashier when needed
- * Operating forklift, power jack

This position at Target requires physically handling the inventory items. Responsible for assisting receiving departments to integrate the inventory into the stockroom, and also assisting sales floor staff in providing merchandise for the customers.

Creative Exchange *People*Planet*Projects/A Colorado Non-Profit

Office Clerk

October 1998-2003

- * Data Processor, Entry of invoices, Quick books, Microsoft Office, Microsoft Word, and Microsoft Excel. (75wpm)
- * Updated Access database with current vendors
- * Vendor maintenance, current W-9 updates
- * Ordering office supplies/maintenance of office equipment
- * Customer service, sales, assist in merchandising, training of new employees.
- * Filing

Education

Arapahoe Community College
Business Management
1997-1998

Chatfield High School
1993 - 1996