

Cherish Whaley

Lakewood, CO
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I am a very detail-oriented worker who can quickly grasp system operations. Definite abilities in leadership, planning, and organizational decision-making and team building.

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Clerk

UPLIFT - Austin, TX
March 2017 to November 2017

Customer service is always first. I had to inspect and make sure all orders were correct and shipped properly. I packed most orders myself before shipping.

Inventory Assistant

VIP Staffing- Trillium - Austin, TX
November 2016 to January 2017

I focus on all aspects of inventory movement, such as restocking and accounting for warehouse items. I am responsible for compiling and maintaining records of the value, type and quantity of all parts.

Warehouse Specialist

VIP Staffing- Athena Manufacturing - Austin, TX
July 2016 to November 2016

I work with particular parts and inspect and detail each part before sending them to the customer. I also make sure my area is clear of clutter and will meet the company standards.

Cashier/Stocker

Big Lots - Cleburne, TX
October 2015 to April 2016

Responsibilities

I was responsible for stocking, cleaning, maintaining my department of the store while providing excellent customer service.

Personal Assistant

John Baber - San Angelo, TX
March 2015 to August 2015

Responsibilities

I was responsible for keeping up with two homes. I planned and organized parties and events. I ran errands, paid bills.

Assistant Manager

Dollar Tree - Midland, TX

August 2014 to March 2015

Responsibilities

Supervised multiple employees while maintaining a clean organized store. I was in control of all cash flow into and out of the store and ran all beginning and ending shift reports. I cleaned, scheduled, and ran inventory.

Bakery Assistant Manager

Albertsons - San Angelo, TX
2009 to 2014

Responsibilities

Supervised multiple employees while maintaining a clean organized department. I cleaned, scheduled, and ran inventory. I baked and was head cake decorator.

Education

GED

Cleburne High School

Skills

Inventory Control, Receiving, Reports, Management, Cash Management, Basic Computer Skills