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Objective

To obtain a position within a company that allows me to use my current skills while obtaining new skills to create a fulfilling career.

Experience

Rodelle Custom Blending Inc.

Fort Collins, CO

August 2015- July 2016

Certified on Electric Pallet Jack

Production Line Lead

- Supervising up to 10 people on a dry packaging production line.
- Oversee product flow and blending operations.
- Create and process batch order paperwork.
- Operate, maintain, and repair production line belts, sealers, and labeling machines.

- Blend, prepare, package, and label raw materials to create finished goods for orders.
- Maintain accurate and detailed inventory counts and product weights throughout warehouse.
- Abide by all food safety and cleanliness regulations throughout production.

Walmart Supercenter

Timnath , CO

September 2013-August 2015

Certified on Electric Pallet Jack and Walking Stacker

Overnight Inventory Management Specialist

February 2014-August 2015

- Manage inventory for 30 stockers.
- Maintain accurate, organized, and detailed inventory counts for store.
- Accurately set and refresh modular sets for sales floor.

- Input and maintain inventory into computer system.
- Resolve in store disputes.
- Maintained clean and organized backroom.
- Occasionally assist in all overnight stocking duties.

Overnight Stocker

September 2013-February 2014

- Accurately stock freight to sales floor.
- Maintain correct product location placement and store appearance.
- Deter theft within store.

- Assist customers with item location and handle customer requests.

Center Partners

Fort Collins, CO

November 2011-September 2013

Customer Service Representative

- Received and processed inbound credit card applications.
- Handle customer inquiries and resolve customer complaints.

- Obtained highly sensitive customer information and entered data in computer system.
- Followed federal credit card application requirements.

Dollar General

Gering, NE

January 2011-October 2011

Closing Assistant Manager

- Prepared and made deposits to bank.
- Balanced all cash drawers.
- Prepared schedules for store employees.

- Locked up and secured store after performing store closing duties.
- Interviewed, hired and let go employees.
- Ensure accurate inventory counts throughout the store.

- Ordered all inventory for store.
- Assisted vendors with inventory counts to verify accuracy.

- Did all Lead Sale Associate duties.

Lead Sales Associate

- Assisted customers with purchases, returns, prices checks and item locations.
- Accurately maintain cash drawer.
- Maintained store appearance and cleanliness.

- Resolved and managed employee differences for 4 associates.
- Stocked inventory on shelves.
- Unloaded inventory trucks. Actively protected store assets.

Kmart

Scottsbluff, NE

June 2010-January 2011

Soft Lines Department Manager

September 2010-January 2011

- Unloaded and inventoried trucks.
- Stocked shelves and racks throughout soft line departments.
- Maintained clean and organized backroom.
- Reset and refreshed modulars on sales floor.

- Managed and assisted 3 sales associates.
- Handled customer complaints.
- Occasionally assisted with all cashier duties.

Cashier

June 2010-September 2010

- Assisted customers with purchases, returns, prices checks, item locations and layaway accounts.
- Accurately maintain multiple cash drawers.

- Maintained store appearance and cleanliness.
- Actively protected store assets.

The Warranty Group

Golden, CO

March 2009-May 2010

Circuit City Account Supervisor

- Worked with upper management to ensure appropriate changes were made to improve customer satisfaction.
- Built customer loyalty by placing follow-up calls for customers who reported product issues.
- Provided cross training to ten staff members weekly.
- Trained staff on how to improve customer interactions.
- Led a team of customer service representatives to increase service center profitability.

- Facilitated information flow between customer service, account management operations, quality assurance, training and payroll departments to guarantee call center objectives were met.
- Answered customers' questions and addressed problems and complaints via phone.

Safeway

Greeley, CO

August 2007-March 2009

Overnight Bakery Assistant/Donut fryer

- Worked independently with little to no supervision throughout the night.
- Stocked and rotated inventory regularly.
- Organized weekly sales reports for the sales department to track product success.
- Cross-trained and provided back-up for other cashiers when needed.
- Guaranteed positive customer experiences and resolved all customer complaints.
- Accurately logged all daily shipping and receiving orders.
- Answered customers' questions and addressed problems and complaints in person and via phone.

- Followed opening procedures for bakery department.
- Unloaded trucks, stocked shelves and carried merchandise out on the floor for customers.
- Managed vendor chargebacks and follow up.
- Followed recipes and directions to bake, fry, package, organize, and stock department daily.
- Followed procedures to clean and maintain a safe and productive working environment.
- Maintained up-to-date on products and procedures.
- Did daily inventory checks and maintained up-to-date information on the items that we had in stock and needed to be ordered.