

Claudy Delly

Minneapolis, MN 55403

claudydelly6_dyo@indeedemail.com

763-339-5342

Authorized to work in the US for any employer

Work Experience

Store Mail / Bindery specialist

Target - Brooklyn Park, MN

January 2019 to Present

- Organized kitting and correctly assembled needed materials
- Followed directions carefully and precisely as asked
- Helped different sub-departments as needed, in both Bindery and Store Mail
- Lifted 50+ lbs. as needed
- Stood for long periods of time

Distribute store signs and items to over 3,000 Target locations.

- Use and intermediate knowledge of paper folder machine, folding and sealing over 50,000 direct deposit and checks a week
- Carefully and accurately distributing checks to the correct location
- Accurately inputting necessary information into UPS and/or FedEx systems to generate shipping labels
- Updating store information as needed: using Microsoft Excel and Word to generate reports and non-shipping labels for printing.
- Frequent use of copy, fax, and printing machines
- Stack boxes onto pallets and load onto the appropriate shipping dock using different types of forklifts (handheld, automatic walkers, riders).
- Lift 50+ lbs. as needed
- Stand for 12 hours a work day
- Assuring the quality of all items mailed. Paying attention to details such as color, ink placement, number of items sent, etc.

Inventory Clerk

WIS INTL - Union, NJ

March 2016 to April 2018

- Responsible for managing large and small quantities of incoming and outgoing supplies and products.
- Compile and maintain records of a distinct and accurate order
- Count merchandise in stock and manually recorded total to inventory records
- Verify data with physical cycle counts of stock and adjust errors or report discrepancies if any
- Prepare reports on price lists, inventory balance, and shortages
- Operate office machines, such as calculators and photocopy machines
- Stock and issue merchandise or materials.
- Monitored and validated all inventories

Warehouse Clerk/Loader

EAST DUNNER INC - Parsippany, NJ

September 2015 to March 2016

- Responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading
- and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with the necessary equipment
- Move heavy materials and items from one destination to another
- Load and unload trucks
- Check and correctly match items numbers
- Accurately distribute Receiving items to sales associates for processing
- Communicate effectively in often-noisy surroundings
- handling of goods and documents
- Organize stocks and maintain inventory
- Inspect products for defects and damages
- Abide by company safety regulations

Cashier/Line Cook/Asst Manager

DOMINO'SPIZZA - Irvington, NJ

January 2013 to July 2015

- Interacted with customers on behalf of Dominoes
- Provided information about products and services, took orders, and effectively responded to customer complaints
- Taking food orders
- Cleaning
- Customer service
- Answering guests' questions
- Responsible for cash during beginning and ending of shifts
- Labeled merchandise
- Made pizza/ line cook

Seasonal Bartender

METLIFE STADIUM NJ

July 2012 to December 2012

- Provided excellent bar service to hundreds of guests in a fast paced environment
- Utilized knowledge of mixed beverages, specialty liquors and craft beers to serve customers in a timely but accurate fashion
- Provided great customer service and a welcoming environment to ensure customer satisfaction by maintained a friendly and positive attitude.
- Exhibited pride by maintaining personal hygiene as well as providing a spotless work area
- Worked diligently to assist co-workers when necessary

Education

High School Diploma

Bloomfield College - Bloomfield, NJ

September 2014 to 2016

Irvington High School - Irvington, NJ
September 2008 to June 2012

Skills

- Customer service (5 years)
- Forklift (2 years)
- Retail sales (Less than 1 year)
- Retail (1 year)
- Sketch Artist (5 years)
- Painter/Artist (5 years)
- Assistant Manager Experience (2 years)
- Microsoft Word
- Microsoft Office
- Server (3 years)
- Bartender Experience (2 years)

Additional Information

Skills

CUSTOMER SERVICE (2 years), RETAIL SALES (2 years), SERVER (1 year), BUSSER (1 year),
WAREHOUSE (3 years), Forklift Operator (2 years)

SKILLS SUMMARY:

- Customer Service
- Bartending
- Ability to lift heavy items
- Standing for long periods of time
- Warehouse experience
- Forklift Experience