

Daniel Markowski

Austin, TX

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Merchandiser

Dynamo Specialty Distributing - Austin, TX

July 2021 to Present

Performed store opening duties, including replenishing merchandise shelves and making sure all display tables were full and arranged in an attractive manner.

- Stocked and rotated products regularly
- Recommended, selected and helped locate merchandise based on customer needs and desires.
- Accurately logged all daily shipping and receiving orders.
- Communicated all merchandise needs or issues to appropriate manager.
- Organized store by returning all merchandise to its proper place and keeping floors clean.

Stock & Inventory Associate

Texas School for the Deaf - Austin, TX

March 2021 to July 2021

Record inventory so that items are accurately stocked and properly stored. Order inventory from vendors and suppliers, and secure shipment arrival times. Perform quality checks on stored inventory and discard inventory that does not meet organizational standards.

- Trusted to perform Warehouse Supervisor duties such as updating inventory count and maintaining inventory records to share with management and other business stakeholders.

Administrative Assistant

Austin Community College - Austin, TX

August 2019 to April 2020

Deliver leadership in the areas of reception, office coordination, and administrative support. Effectively manage time to welcome visitors, handle calls, and maintain correspondence. Plan and take charge of all daily priorities, including calendaring, meeting and event planning, travel coordination, shipping/receiving, data entry, inventory control, and other matters as needed.

- Improved spreadsheet and database management to better track, analyze, and report on performance data.

- Coordinated departmental meetings; ensured the team had the necessary materials ahead of time, in a timely manner, and that the required arrangements were made space, AV, and meals.

Produce Assistant

Farmhouse Delivery - Austin, TX
2017 to 2018

Provided outstanding customer service by making the customer shopping experience enjoyable and easy. Managed product ordering, stocking, processing, and merchandising according to produce best practices and department standards. Performed quality checks to ensure all produce products met quality standards.

- Forecasted weekly sales and expenses, in partnership with the Buyer and Package Manager.
- Recognized by the leadership for attention to detail and consistent focus on achieving budgeted expense levels and store profit goals.

Produce Clerk

Wheatsville Food Co-Op - Austin, TX
2014 to 2017

Partnered with team members to stock produce, and maintain inventory control by unloading trucks, receiving, unpacking boxes/crates, code dating, price marking, and restocking the department when needed.

- Drove organizational excellence by promoting merchandise, creating an awareness of distribution practices, and displaying merchandise for customer appeal to create a smooth business transaction for buyers.
- Maintained awareness of all promotions and advertisements to promote and sell to customers.
- Demonstrated an openness to and acceptance of changing business needs by maintaining professional behavior and flexibility with work assignments.

Education

Bachelor of Arts in Communication Studies and Deaf Studies

Gallaudet University - Washington, DC
2012

Skills

- Ambitious, highly organized professional with the strong ability to multi-task, prioritize, and manage time effectively. Team player with people skills, a friendly positive attitude, and drive for exceeding expectations. Focused on how to best meet customer needs and work with team members to provide a high-quality customer experience.
- Time Management: Adeptly manage multiple tasks in a fast-paced work environment while pursuing educational goals. Proven ability to focus, prioritize, plan, and organize to consistently meet deadlines and reach goals.
- Effective Communications: Honed written and verbal communication skills through on-the-job experiences, regularly crafting broad spectrum of documents and successfully interacting with adversarial parties. Active listener with capacity for empathy and conflict resolution.

- Collaboration: Successfully interface with internal and external members of cross-functional teams balancing personal achievement with group goals. Deal effectively with a wide variety of people including management, co-workers, and customers with positive outcomes.
- Organizational Leadership: Self-motivated as evidenced by educational and career progression; adapt quickly to change in plans; strong work ethic, proven analytical ability and decision-making skills; high tolerance for stress; contribute to a supportive team environment.
- Inventory Control
- Logistics
- Produce Experience
- Warehouse Management
- Warehouse Supervisor Experience
- Shipping & Receiving
- Pallet Jack
- Load & Unload
- Supervising Experience
- Warehouse Experience
- Materials Handling
- Budgeting