

Desire Moore

Van Nuys, CA

desiremoore85_orh@indeedemail.com

+1 213 468 9396

I'm a detail-oriented, time-conscious person with experience in the following categories:

- Exceptional interpersonal client service and communication skills.
- Experienced in detailed execution of projects.
- Ability to meet deadlines and work well under pressure.
- Ability to take initiative in maintaining company policy.
- Adapt easily to new concepts and responsibilities.
- Able to set effective priorities and implement decisions to achieve immediate and long term goals in order to meet operational deadlines.
- Innovative visual merchandising and display.

Work Experience

Inventory Clerk

SYGMA Network - Lancaster, CA

January 2022 to Present

Count inventory, do company spread sheets, send emails to suppliers, adjust inventory, use AS400 , data entry , Microsoft excel, used Lift/Reach Trucks to move inventory

Order Selector

UNFI/SUPERVALU - Riverside, CA

March 2019 to December 2021

Order selecting, vocellte, gathering orders on the pallets and taking them to the docks, driving pallet jack

Inventory Scan and Auditing, Floor Set, Cashier

Suntek Electric Inc

August 2014 to June 2019

- Office Manager; Packing and Shipping, Certifying for permits, Invoices and Proposals

Price Coordinator

Harbor Freight Tools

July 2011 to April 2014

Warehouse Replenishment, Weekly audits, constructing machine displays

Education

High School Diploma

Alexander Hamilton High School

June 2010 to June 2010

Skills

- Management
- Auditing
- Store Reset
- Loss Prevention
- Strong work ethic
- Pricing
- Receiving truck orders
- Security
- Customer service (10+ years)
- Remodeling
- Planograms
- Financial Report Writing
- Pricing
- Microsoft Word
- Merchandising
- Store Management Experience
- Fluent
- Payroll
- Microsoft Excel
- Self-motivated
- Cash Handling
- Accounts Receivable
- Retail Sales
- Planograms
- Building great customer loyalty
- Retail Management
- Office Management
- Auditing
- Accounts Payable
- English
- Heavy equipment operation
- RF scanner
- Shipping & receiving
- Warehouse management system
- Materials handling
- Order picker
- Order fulfillment
- Forklift

- Pallet jack
- Warehouse management
- Reach truck
- Picking & packing
- Order picking
- Packaging
- Warehouse distribution
- Warehouse experience
- Stocking
- Quality control
- Mechanical knowledge
- Load & unload