

Erica Steingraber

Sodus, NY 14551

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+1 315 210 2636

- People friendly
- Work oriented
- Works well with others
- Quick learner
- Punctual
- Reliable
- Hard working
- Social

Authorized to work in the US for any employer

Work Experience

Parts Advisor

Peake Chrysler - Sodus, NY

August 2016 to Present

Ordering OEM parts and aftermarket parts, upselling parts and accessories, completing orders and estimates, keeping track of inventory and incoming parts (backorders, referrals, vendor ships), taking customer orders over the phone, ordering parts for our own shop/customer cars, cashiering the register, cleaning shelves and floors, forklift driver, skyjack driver.

Cook and Cashier

Mills Fruit Farm and Stand - Wolcott, NY

April 2016 to June 2019

Responsibilities

Cooking orders, sweeping and moping floors, stocking coolers, deli stations, ice cream machines, fridges and freezers, putting away new shipments, dishes, cleaning all utensils, taking inventory, helping run the stand and baking

- Interacting with customers, taking orders, counting drawers, and cashiering

Parts Specialist

Adavance Auto Parts - Sodus, NY

December 2015 to August 2016

Helping customers figure out what they need to complete a job, giving advice and recommendations for places to go for service or further help, cleaning floors and counters, putting stock away, counting the safe and tills, closing/opening the store, mixing paint, greeting people as they come inside, looking up parts in the database or books

Group Care Worker

Cayuga Centers - Auburn, NY

December 2014 to March 2015

Responsibilities

Have youth follow routine for they day and follow daily tasks, make sure youth do homework and meet any after school appointments (doctors, therapy, etc), help youth complete chores and make dinner, have youth follow hygiene routine and any rec activity (on or off campus), transport youth to off campus visits or home visits as allowed, fill out all necessary paper work for the day (SIR reports, progress notes, shift summary) write and check mails for appointments and updates.

Accomplishments

CPR/AED certified

Skills Used

Computer skills(writing emails, checking appointments, making appointments), professional relationships with youth and coworkers.

Cashier/Cook

Fastrac Markets - Wolcott, NY

April 2014 to January 2015

Responsibilities

Greeted customers, answered any questions about products, sales or specials going on. Ran register and counted back change, took stock orders, helped it stock away, prepared food to order, cleaned shelves, walls, equipment, bathrooms, and floors. Took food orders over the phone.

Gravity Bed Assembly

Elwood Staffing/ Dematic - Grand Rapids, MI

October 2013 to December 2013

Building conveyor beds to blue prints and/or custom orders, cleaning bench area, stocking hardware and building materials,

Worked October 2013- December 2013

Walmart Grand Rapids, MI

Forklift Operater/ Setup Associate/Stocker

Walmart - Grand Rapids, MI

August 2013 to October 2013

-building and tearing down shelves and displays, cleaning shelves, taking inventory, zoning, stocking shelves, cleaning floors, windows, doors and registers

-Assisting customers

-Loading/unloading trucks

Worked from August 2013-October 2013

Cook, Cashier

Mills Fruit Farm - Wolcott, NY

March 2013 to July 2013

Cooking orders, sweeping and moping floors, stocking coolers, deli stations, ice cream machines, fridges and freezers, putting away new shipments, dishes, cleaning all utensils, taking inventory, helping run the stand and baking

- Interacting with customers, taking orders, counting drawers, and cashiering

Worked from March 2013-July 31 2013

Head Cook

The Coop Deck - Sodus Point, NY
May 2012 to October 2012

Responsibilities

- Preparing foods in the morning before opening to customers, stocking coolers, deli station, fridges and freezers, cleaning work area, covering all foods, sweeping and moping floors, cleaning all utensils and dishes, and took inventory
- Was promoted from dishwasher to prep cook to cook
- Learning to bartend and waitress

General Laborer

Remedy Staffing - Palmyra, NY
March 2012 to May 2012

Remodeling, building and tearing down shelves and displays, cleaning shelves, taking inventory, zoning, stocking shelves, cleaning floors, windows, doors and registers
Worked from March 2012-May 2012

Education

High School Diploma

North Rose-Wolcott High School - Wolcott, NY
1997 to 2011

Skills

- Auto Estimating
- Upselling

Certifications and Licenses

CPR/AED

January 2011 to September 2020
CPR, AED and First Aid trained

Forklift Certified

September 2017 to September 2020

Certified Forklift Operator

Drivers License