

GABRIELA CLAYTON

Rocky Mount, NC 27804

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252-903-1524

Professional Summary

Detail-oriented and results-driven professional with 7+ years of experience in Customer Service, Banking, Inventory

Management, and Warehouse Operations. Thrives in fast-paced, multitasking environments, adept at managing competing priorities to meet deadlines. Strong communication, compliance, and risk management skills. Proficient in

Microsoft Office Suite, inventory management, and documentation software. Recognized for exceptional problem-solving and organizational abilities. Eager to contribute to the success and growth of a dynamic organization.

Work Experience

Child Nutrition Substitute

Nash County Public schools-Nashville, NC

April 2024 to Present

Skill in the use of kitchen utensils and equipment.

Ability to perceive size and serve standard portions.

Ability to read and understand simple written instructions.

Inventory Cycle Counter

Mclane-Warehouse-Battleboro, NC

May 2022 to April 2024

- Conduct daily location cycle counts and daily local purchase counts.
- Inventory Cycle Counter
- Perform daily damage reporting and data sheet entry.
- Perform critical counts/shorts and warehouse out of stocks.
- Compile and submit daily out of stock/ship confirmation reports.
- Verify bill of lading and receiving quantity.
- Additional duties and/or special projects may be assigned at the position supervisor discretion
- Considerable Knowledge of computer skills and MS Office Suite including Outlook, Word, and Excel.
- Demonstrated ability to multi-task including compiling, assimilating, and organizing both printed and electronic information

Quality Control Checker

Mclane-Battleboro, NC

November 2021 to May 2022

- Validated product integrity through scanning UPCs or visual inspection,
- ensuring 100% accuracy in the selection and shipment preparation
- Conducted regular equipment inspections and adhered to servicing

- procedures, reducing equipment downtime by 15%.
- Monitored production operations to ensure that quality standards are met consistently.
- Inspected incoming material against purchase order r

Cycle Counter I

Mclane-Battleboro, NC

December 2018 to November 2021

- Perform daily damage reporting and data sheet entry.
- Perform critical counts/shorts and warehouse out of stocks.
- Compile and submit daily out of stock/ship confirmation reports.
- Verify bill of lading and receiving quantity.
- Additional duties and/or special projects may be assigned at the position supervisor discretion
- Considerable Knowledge of computer skills and MS Office Suite including Outlook, Word, and Excel.
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Selector 2

Mclane-Battleboro, NC

April 2018 to December 2018

- Read or scan labels to identify slot location, product description, and quantity required for each order.
- Pull correct quantities of designated products from a slot location and place in a tote or box.
- Push tote or box along a static conveyor line, continuing to pull items until order is complete (multiple totes or boxes may be needed).
- Work safely to prevent injury and damage to people and products.
- Demonstrated ability to review and process information to assess compliance and to determine conclusions and actions based on applicable laws, rules, and regulations.

Inventory Specialist

RGIS-Rocky Mount, NC

November 2017 to April 2018

- Tablet technology gives you live progress of your inventory count
- Reliable on-hand counts prevent breakdowns in your programming retailing
- Increased inventory accuracy reduces out of stocks and over stocks
- RGIS training and on-boarding programs are the leading standard within the industry
- RGIS Tablet (Paperless) Inventory provides the most transparent and efficient in-store checking process in the industry
- RGIS proprietary technology and bespoke program allow for a unique customer process
- Flow and Deployment process enables the Count Manager to minimize branch disruption

Member Service Representative

Self Help Credit Union-Rocky Mount, NC

July 2014 to November 2017

- Initiate and lead conversations to identify and assess member needs
- Maintain and enhance member account relationships by providing excellent member service
- Maintain drawer cash levels within prescribed amounts
- Post and Log night, ATM, and mail deposits. (Part of dual-control team.)
- Perform other duties and projects as assigned
- Experience receiving and accurately processing all types of monetary funds.

- Knowledge of office/ work unit procedures, methods, and practices.
- Demonstrated ability to review and process information to assess compliance and to determine conclusions and actions based on applicable laws, rules, and regulations.

Caregiver

self employed-Rocky Mount, NC

July 2014 to November 2017

- Assisted with activities of daily living, including cleaning, cooking, laundry, bathing, dressing, grooming, and toileting.

Assistant Manager

Woodforest National Bank-Rocky Mount, NC

May 2006 to May 2012

- The Retail Assistant Branch Manager is responsible for aligning direction with the Retail Branch Manager in driving results and supporting the mission in the growth of consumer and business customer relationships, community engagement, and in store partner relationships
- Assist Manager in achieving branch sales and revenue goals by proactively identifying, marketing, and recommending banking products and services
- Experience providing high quality (GREAT) customer service to various internal and external customers/ citizens/petitioners, and management

Education

High School Diploma

Stepping Stone School Tampa - Tampa, FL

January 2002 to January 2002

Skills

- Bilingual Project Management
- Customer Service Attention To Detail
- Banking Problem-Solving and Decision-Making
- Finance Customer Engagement
- Administrative Conflict Resolution
- Supervisory Documentation Management
- Leadership Log Maintenance
- Training & Education Critical Thinking
- Sales Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Research and Development Teams)
- Compliance Regulatory Compliance Management
- Scheduling Efficiency Optimization
- Account Reconciliation Organizational Skills
- Account Opening and Closing Safety Regulations Awareness
- Payment Processing Inventory Control and Count
- Coordination Labeling

- Interpersonal Skills Manufacturing and Good Manufacturing Practices (GMP)
- Team Collaboration Quality Control and Assurance
- Communication Troubleshooting
- Policy Implementation and Interpretation Forklift Operation
- Analytical Thinking Equipment Operation
- Time Management Inventory Management Software
- Adaptability Data Analysis
- Windows