

# Gladys Ridgeway

## **Inventory Control Specialist/Office Assistant**

Orange, VA 22960

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540-661-7763

Authorized to work in the US for any employer

## Work Experience

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### **Inventory Control Specialist**

Schewels Furniture - Orange, VA

January 2017 to Present

Maintain daily inventory control of all merchandise coming in and going out. Place all orders through central warehouse. Handle all special orders outside of central warehouse. Quality control on all merchandise while overseeing the in store warehouse procedures. Make all necessary corrections through central warehouse. Handle all purchase orders. Balance all accounts receivable and accounts payable. Handle all debit and credit memos.

Handle all complaints and services as needed by customers. Schedule all deliveries. Handle all incoming calls, payments, credit applications, contracts and cash purchases.

Multitask in all positions including office manager, credit manager and warehouse manager.

### **Assistant Manager**

Dollar General Corp - Orange, VA

November 2013 to Present

Supervise store employees. Assist with efficient management of inventory and effective presentation of merchandise. Ensure a safe working environment while providing for the protection of company assets.

#### DUTIES and ESSENTIAL JOB FUNCTIONS:

Open the store a minimum of two days per week; close the store a minimum of two days per week.

Authorize and sign for refunds and overrides; count register; deposit money in bank.

Assist in ensuring the financial integrity of the store through strict cashier accountability, key control, and adherence to company security practices and cash control procedures.

Manage store in Store Manager's absence.

Assist Store Manager, as directed, with scheduling employees; enter payroll information into computer.

Assist Store Manager, as directed, in providing adequate training for employees.

Review operating statements to identify business trends (including sales, profitability, and turn), expense

control opportunities, potential shrink, and errors.

Order drop-shipments and other areas of store as designated by store manager.

Follow prescribed ordering practices to ensure the meeting or exceeding of in-stock targets; review ordering

plan, seasonal direction and inventory management issues on a weekly basis. Assist with the efficient

staging, stocking and storage of merchandise; unload trucks.  
Ensure that merchandise is presented according to established practices and Store Manager direction, utilize merchandise fixtures properly including presentation, product pricing and signage.  
Assist in plan-o-gram implementation and maintenance.  
Assist in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls.  
Conduct safety meetings; help to maintain a clean, well-organized store and facilitate a safe and secure working and shopping environment. Provide superior customer service leadership.  
Follow company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications. Assist Store Manager in ensuring employee compliance Complete all paperwork and documentation according to guidelines and deadlines.

### **Hanger/Donation Attendant**

Fredericksburg Goodwill Industries R-8 Orange - Orange, VA  
September 2013 to February 2014

Part-time)

Worked as a "Hanger" in back of store. Prepped donated clothes to be brought to sales floor. Including sorting, sizing, color coding and tagging merchandise to sell.

Separated unsellable items and place in discard bin. Worked sales floor. Kept work area clean, emptied trash.

Received donations from donors, unload, price and stock merchandise to sales floor.

### **Office Assistant II**

Skyline Auto Restoration & Repair, Inc - Madison, VA  
January 2008 to November 2013

#### **Responsibilities**

In charge of all office functions, answering all incoming calls, copying, filing, faxing. Professionally read and answer all emails. Collected the mail and distribute to appropriate area. In charge of all the organizing and preparing of clients invoices and estimates. When our Client's arrived I made sure they were comfortable (in meeting room with coffee/water and snacks) before I began going over the "stages" of their restoration with them. I was in charge of keeping all clients up to date on their restoration including (pictures during the process, any "extra problems/issues that arose during the restoration).

I prepared all client estimates, thoroughly went over the estimate with client, and handled the final approval for the job. I also handle all billing invoices and collected all payments.

In charge of ordering all needed parts for each job. Kept the stockroom organized and up to date including current pricing of parts. Logged shipments into computer and updated the parts book for daily use.

Gathered time sheets from employees, tallied each time sheet for bi-weekly pay period and sent over to the payroll manager to process. Provide new time sheets to all employees, along with any other company information.

Made sure that office was prepared for daily closure each day. Walk thru shop process to make sure all areas of the shop were properly shut down, no fire or safety hazards.

## **Bus Driver**

Stafford County

March 1997 to January 2007

### Responsibilities

Transported school children to and from schools safely.

Completed school field trip when needed.

CPR and First Aid

Teacher:

Primary Teacher for Private Christian School. Provided structured activities while maintaining a well behaved atmosphere among the children. Taught basic Pre-K academics, constructed crafts to help define hand/motor coordination. Provided safe environment while children was outside of the classroom, during recess, field trips etc. Held parent/teacher meetings to keep parents informed on the progress of each child.

Office Admin. Assistant II

Contel Telephone of Virginia

Processed and ran the payroll/accounting for the Eastern region.

Processed and ran the daily cash /then balanced the daily cash.

Responsible for accurate payroll.

Handled all overflow from the data office when needed.

Manager:

K-Mart Corporation

Fashion Accessories Manager

Managed all daily paperwork and nightly close outs.

Assisted clients with any/all purchases.

Ordered merchandise, kept stockroom in a neat and order fashion.

Attended meetings concerning store outlook and any upcoming promotions.

Escorted corporate personnel when arriving at store.

Waitress/Short Order Cook/Cashier

Kline's Tastee Freeze

Wait customers. Prepared food and delivered.

Using cash register to check peoples order out.

All cleaning duties: sweeping/mopping, window cleaning, washing/drying dishes.

Break down commercial food equipment and properly clean and sanitize according to FDA standards.

Preparing food ahead of time for next shift. Making sure all food is kept proper temp. FDA standards.

### **Teacher**

Stafford Baptist Church - Stafford, VA

January 1990 to January 1996

### **Office Assistant II**

Contel Telephone Co - Merrifield, VA

March 1985 to December 1988

Process and ran the payroll/accounting for the eastern region.

Process and ran the daily cash, then balanced the daily cash.

Responsible for accurate payroll.

Handled all overflow from the data office when needed.

### **Manager**

K-Mart Corporation - Manassas, VA

April 1981 to December 1985

Fashion accessories manager

Managed all daily paperwork and nightly close outs.

Assisted clients with any/all purchases.

Ordered merchandise, kept stockroom in a neat and orderly fashion.

Attended meetings concerning store outlook and any upcoming promotions.

Followed through with the outcome of the meetings.

Escorted corporate personnel when arriving at store.

### **Waitress/Short Order cook/Cashier**

Kline's Tastee Freeze - Manassas, VA

May 1978 to April 1981

Wait customers. Prepared food and delivered. Used cash register to check people out.

All cleaning duties.

Break sown commercial food equipment and properly clean and sanitize according to FDA standards.

Prepped and prepared food ahead of time for next shift. Making sure all food is kept at proper temperature. FDA standards.

## Education

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### **High School Diploma**

Brentsville District High School - Nokesville, VA

## Skills

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Billing, Accounting, Secretary, Receptionist, Office Assistant, Management, Retail experience, Teaching, Waitress, Cook, Cashier, CDL Driver (10+ years), Inventory Control, Warehouse Inventory, Inventory Management, Shipping Receiving

## Awards

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**Outstanding Sales Manager.....K-Mart**

**CDL Training**

**CPR & First Aid**

**5 YR Outstanding Safety Award -Bus Driver**

**CBL Training Completion Award 2013- Dollar General**

**CBL Training Completion Award 2014-Dollar General**

**CBL Training Completion Award 2015-Dollar General**

## Certifications/Licenses

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**CDL Class B**

June 2021

**Introduction to Accounting & Accounting 1**

August 2013 to Present

**Marketing 101**

August 2013 to Present

**Certification of Completion of Assistant Manger (Dollar General)**

November 2013 to Present

**Class B CDL**

## Additional Information

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Skills:

Billing & Accounting, Secretary, Receptionist, Office Assistant, Inventory Control, Management, Retail experience, Teaching and Leading, CDL Driver (class B), Short Order Cook.

Knowledgeable in Mirco-Soft Office, Excel, Word, Outlook, Quick Books, Windows \*, 7, 8, Vista, 10, Note pad,  
One note, Word pad, Spreadsheets, Windows Photo, Windows mail, Paint, Power Point, Windows Picture.