

Kelly Harvell

3111 Freemont Street * Round Rock, TX 78681 * (512) 217-6005 * kaharvell@aol.com

Objective

Seeking the Inventory Implementation Assistant position where I can draw on my experience working with inventory, merchandise stock and excellent customer service.

Professional Experience

RETAIL INDUSTRY

- Executed all merchandising in the departments of mens, young mens, kids, intimate apparel, and the home store according to Macy's quarterly plan-o-grams and standards
- Collaborated and coordinated with the Visual Merchandising team in setting up merchandising projects
- Interacted with District Merchandisers planning and coordinating floor moves and overall appearance
- Routinely interacted with manufacturer's representatives regarding merchandising of their specific brands
- Assigned work to support team members in merchandising
- Trained new employees to assist in the merchandising process
- Performed task of fulfilling online orders by picking, packing, and preparing for shipment
- Trained employees on fulfillment process
- Worked on dock performing tasks such as receiving and processing merchandise and distributing it to appropriate departments

HEALTH CARE INDUSTRY

- Assessed patient conditions and developed plan of care, using the nursing process
- Ensured that patient direct care needs are met
- Performed patient and family education
- Collaborated with team in patient care
- Implemented infection control techniques in all patient interactions
- Immaculate record keeper
- Followed all guidelines and protocols exactly

GREEN INDUSTRY

- Commercial accounts cashier
- Received and processed phone orders
- Assisted new clients in applying for an account

FOOD SERVICE INDUSTRY

- Opened/closed the corporate owned store, trained new employees and future franchise owners
- Reconciled end of day cash receipts and deposits
- Stocked inventory, baked bread, cookies and assisted with food prep
- Grocer: stocked dry goods, cleared and maintained shelves by checking expiration dates
- Organized and maintained stockroom
- Assisted customers with finding items in grocery store
- Designed and executed displays of merchandise

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Employment History

MACY'S
Merchandising Team Lead 2012-2013

SUBURBAN LAWN & GARDEN – KC, MO
Green Industry Cashier, 2002-2006 seasonal

SENIOR HELPERS – Round Rock, TX
Caregiver, 2011-2012

WILD OATS – Overland Park, KS
Deli/Juice Bar Crew, Grocery Stocker, 2000-2001

SETON MEDICAL CENTER – Austin, TX
Registered Nurse II, 2008-2011

MR. GOODCENTS – KC, MO
Crew Member, Trainer, 1998-2000, 2002

SAINT JOSEPH MEDICAL CENTER – KC, MO
Registered Nurse I, 2007-2008

Education

MidAmerica Nazarene University – Olathe, KS
Bachelor of Science in Nursing, 2007