

JAMES RENEAU

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SKILLS

- Data entry •
- Self-motivated •
- Staff development

WORK HISTORY

Apr 2009 - Current
Denver, Colorado

Remote Distribution Center Lead / Inventory Specialist / Micro Center

- Completed scheduled inventory counts with a high level of accuracy.
- Maintained store assets with effective loss prevention strategies.
- Affixed merchandise with security devices and pricing information.
- Supervised and directed all merchandise and shipment processing.
- Directed work of as many as six employees focused on Shipping and Receiving.
- Kept warehouse clean and organized.
- Led warehouse improvement initiatives to advance operational efficiencies.
- Entered item quantity received against the purchase order in the computer system.
- Inspected products for defects and damages when examining incoming and outgoing shipments.
- Assembled and filled orders to be shipped and prepared all shipping documentation.
- Operated PC and RF-based computer systems.
- Received, stored and shipped goods and materials.
- Kept accurate stock records.
- Moved freight, stock and other materials to and from storage, loading docks and sales areas.

Mar 2006 - Feb 2008
Denver, CO

Warehouse Associate / CompUSA

- Entered quantity received against the purchase order in the computer system.

- Inspected incoming shipments for defects and damages.
- Confirmed the quantity and description of product against the packing list.
- Transported freight, stock and other materials from loading docks.
- Tagged all received merchandise with prices and receiving date.
- Stacked and stored pallets to keep warehouse clean and organized.

Mar 2005 - Mar 2006
Denver, CO

Customer Service Representative / King Soopers

- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Performed a wide variety of customer service tasks to resolve customer issues efficiently.
- Directed calls to appropriate individuals and departments.
- Operated a POS system to complete customer transactions.

EDUCATION

2004
Denver, CO

High School Diploma in
George Washington High School