

### Professional Profile

- Extensive Customer Service Experience
- Strong Work Ethic
- Client Retention
- Written and Oral Communication
- Relationship/ Team Building
- Interpersonal Skills
- Prioritize Tasks
- Strong Organizational Skills

### Professional Accomplishments

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Responsible for weighing mail and applying the proper postage
- Coordinated shipping arrangements and organized itineraries
- Monitored office work flow to ensure efficiency of staff
- Organized and coordinated courier systems training
- Emailed employees regarding incoming mail whenever necessary
- Experience in Word, Excel and Quick Books Programs

### Work History

<b>Inventory</b>	Key To Life Denver, Colorado 80205	09/13-04/19
<b>Stocker Worker</b>	C&C Distribution Denver, Colorado 80202	07/11-08/13
<b>SWAP Specialist</b>	Adams County School District 50, Westminster, Colorado 80030	08/05-05/11
<b>SWAP Specialist</b>	Goodwill Industries of Denver, Denver, Colorado 80221	12/04-08/05

### Education

<b>General Studies</b>	Metropolitan State College	01/94-06/96
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