

11/29/17  
12pm

ENTERED

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# JEROME D. COLEMAN

## OBJECTIVE

To be a part of an establishment of working professionals with a common goal in a setting that can allow me to grow and learn while being an asset to the community I work for and within.

### Skills

Excellent Communication & maintaining relationships

Managing merchandise & inventory accurately

Positive attitude, highly motivated & organized

Able to calmly execute tasks under pressure

Multitasking and Professionalism

Executes SAP efficiently

## EDUCATION

### High School Diploma

May 2007

Simeon Career Academy, Chicago, IL

## RELATED WORK EXPERIENCE

### Dolce Gabbana/ Stock Supervisor

2016-present

Chicago, IL

- Maintained confidential records and reports of inventories, prices, expenditures, shipments, shortages and goods used or issued in a clean environment
- Prepared and processed merchandise for shipping through S.T.A.R.T program
- Manage sales associates stock room assignments on keeping back of house up to corporate standard
- Manage money cash drawers and safe
- Cashier
- Order and distributed stock merchandise according to the requisition forms

### Prada/ Stock Associate

2013-2016

Chicago, IL

- Maintained confidential records and reports of inventories, prices, expenditures, shipments, shortages and goods used or issued in a clean environment
- Ordered and distributed stock merchandise according to the requisition forms
- Prepared and processed merchandise for shipping through SAP

## GENERAL WORK EXPERIENCE

### SOS Security/ Security Guard

2011-present

Chicago, Illinois

- Maintained adequate security conditions for a variety of merchandise
- Patrolled assigned areas on foot to ensure personal, building, and equipment security
- Examined the location to determine that they are secure.
- Informed and enforced violators of rule infractions
- Reported irregularities, uncommon scenarios, and sounded alarms during the presence of unauthorized individuals.

**Creative Mansion Christian Academy/Co-Coordinator  
2008-2009**

**Chicago, Illinois**

- Ensured the safety of children through supervision
- Assisted children with homework and address their daily essential needs

**Target/Cashier & Cart Attendant  
2005-2007**

**Chicago, Illinois**

- Worked as a team member and displayed excellent customer service
- Trained new employees on resolving issues with customers
- Facilitated flow of customer lines while managing large sums of money

**References and other information available upon request.**