

# Jessi Robertson

Stanardsville, VA 22973

[jessi.annmaree@gmail.com](mailto:jessi.annmaree@gmail.com)

434-939-7577

I am a consistent, hard working, highly motivated person. I enjoy working with the public. I feel that i am a friendly, outgoing, and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the workforce, expand my knowledge and skills.

Authorized to work in the US for any employer

## Work Experience

---

### **Warehouse Associate**

Plow & Hearth - Madison, VA

May 2018 to September 2018

- \* Responsible for a variety of functions within the distribution center, such as receiving, stocking, loading and unloading merchandise.
- \* Responsible for manual packaging operations such as filling, marking, wrapping, banding and packing containers with products and/or materials.
- \* Fills orders from stored merchandise by selecting specific items from different areas in distribution center

### **Auditor**

GPM Investments, LLC - Charlottesville, VA

November 2017 to March 2018

- \* Count and analyze inventory
- \* Invoice audit for discrepancies
- \* Vendor maintenance
- \* Purchasing support
- \* Advise stores on any inventory variances or other issues

### **Waitress/Bartender**

Riverside North - Charlottesville, VA

June 2017 to November 2017

- \* Ensured customer satisfaction by responding timely to their orders and entertainment requests
- \* Executed daily operations while maintaining a clean restaurant and bar, waiting on customers and responsible for closing my shift
- \* Key holder with all duties associated with opening and closing.

### **Administrative Assistant**

Lutheran Family Services of Virginia - Charlottesville, VA

March 2017 to May 2017

- \* Maintain patients files were up-to-date
- \* Insurance filing support

\* Answer phones, scheduling, setup appointments

### **Bank Teller**

Partners 1st Federal Credit Union - Gordonsville, VA  
August 2016 to November 2016

- \* Handle money and inventory
- \* Process loans, open bank accounts and issue debit cards
- \* Process deposits and any other transactions

### **Inventory Specialist**

Crutchfield Distribution Center - Charlottesville, VA  
November 2012 to August 2016

- \*Supervise and train new staff.
- \* Manage inventory
- \* Replenish specialist
- \* Cleaning inventory
- \*Licensed forklift driver

## Education

---

### **High school or equivalent**

William Monroe High School - Stanardsville, VA  
August 2012 to June 2016

## Skills

---

Waitress, Restaurant Server, Waiter, Bartending

## Certifications/Licenses

---

### **Forklift Certified**

August 2016 to August 2019