

# Kevelyn Villar

Lawrence, MA 01841

[villarkevelyn@gmail.com](mailto:villarkevelyn@gmail.com)

9782422518

- Reliable and punctual, Team player who works well independently.
- Proven leader with strong written and verbal communication skills.
- Strong computer skills and proficient with Excel working with pivot tables and v-lookups.

## Work Experience

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### **Inventory Control Clerk**

HPE Enterprise - Andover, MA

December 2018 to July 2019

- Checked the stock and managing the inventory numbers.
- Forecasted future demand, such as reports, and production control.
- Determined what is missing and found is found and the logistics of those decisions.

### **Lawn Specialist**

TruGreen - Chelmsford, MA

January 2018 to December 2018

- Communicate with clients and schedule appointments.
- Perform lawn maintenance duties.

### **Customer Representative**

U Haul - Lawrence, MA

May 2017 to December 2017

- Interacted with our guests in a friendly, fast, courteous and efficient manner.
- Strong attention to detail in order to promote positive customer interactions.
- Anticipated customer needs and kept the manager and team members informed.
- Strong team player, committed to continuous learning, and provided high quality service to customers.

### **Center Associate**

UPS Store - Salem, NH

January 2017 to December 2017

- Delivered excellent customers service to customers.
- Presented Strong interpersonal and written communication skills
- Worked well as a team member.
- Computer application knowledge.

### **Package Handler**

UPS Air Sort - Chelmsford, MA

December 2016 to December 2016

- Assembled, lined and padded cartons, crates and containers manually to prepare them for shipment.
- Sealed containers using glue, nails and other fasteners.

- Examined and inspected containers to make sure they are ready to be transported to the customer.
- Pulled out packages that are improperly labeled.

### **Sales Associate**

Salem, NH

September 2015 to November 2016

- Involved in a great deal of interaction with customers.
- Primarily worked sales floors and answer questions about products, merchandise, and services.
- Sales also required to operate cash registers and organize product displays.

### **Ebay Sales Associate**

Truck & Auto Recyclers - Lawrence, MA

January 2016 to July 2016

- Expanded the inventory to online sources such as eBay.
- Sold recycled and used auto parts on eBay.
- Responsible for quickly and accurately troubleshoot technology issues to categorize and list devices for online sales.

### **Team Lead**

Burger King - North Andover, MA

September 2014 to October 2015

- Responsible for opening and closing store.
- Ensure proper operations were completed.
- Delegated responsibilities to the team members.
- Maintaining responsibilities of crew members.

Crew Member

- Provided excellent customer service to guests
- Operated the drive thru window and cash register
- Maintained a clean kitchen and dining area.

## Education

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### **Associate Degree in Business Management**

Northern Essex Community College

2016 to Present

### **High School Diploma**

Greater Lawrence Technical School

2012 to 2016

## Skills

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- Osha
- Inventory Control
- Inventory Clerk