

Lyonel Chandler

Bradley, IL 60915

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+1 815 386 3447

- Proficient in Microsoft Office Applications ● Strong Attention to Detail and Accuracy
- Exceptional Organizational Skills ● Proficient in Meeting Deadlines
- Excellent Verbal and Written Communication Skills ● Dependable and Consistent Work Ethic
- Strength in following-through on tasks/assignments

Work Experience

Stock/Inventory Control

Baker & Taylor-Momence, IL

August 2013 to Present

Lead clerk position

Payroll experience

Edit errors in system

Stocker

Sears Warehouse (Contract)-Crestwood, IL

October 2012 to December 2012

Duties Summary: (Baker & Taylor and Sears Warehouse)

- Responsible for daily stocking of inventory
- Experience using RF Scanners
- Prepared and participated in monthly and yearly inventory
- Responsible for visual quality inspections
- Experience with receiving and correcting detailed information using internal database
- Responsible for maintaining a clean work environment
- Experience using manual pallet jack

Stocker/Unloader Duties Summary

Dollar General (Seasonal)-Bourbonnais, IL

October 2012 to December 2012

- Unloaded inventory and stocked sales floor
- Experience using a pallet jack
- Maintained great customer service
- Was actively involved in moving the store's location

Warehouse Salesman

American Legion Sales and Emblems-Indianapolis, IN
January 2010 to December 2012

317-860-3132

- Responsible for filling orders
- Shipped orders via UPS
- Refilled and prepared yearly inventory
- Packing and order picking

Stocker/Inventory Control Duties Summary

Wal-Mart-Bradley, IL
January 2004 to January 2009

- Prepared daily inventory shipments and incoming shipments
- Responsible for daily stocking of inventory
- Frequent use of sit down forklift
- Experience with loading and unloading of shipments
- Demonstrated excellent customer service
- Responsible for arranging inventory on display
- Successful in Electronics sales
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Education

Bishop McNamara High School - Kankakee, IL

American School - Lansing, IL

Skills

- Proficient in Microsoft Office Applications
- Strong Attention to Detail and Accuracy
- Exceptional Organizational Skills
- Proficient in Meeting Deadlines
- Excellent Verbal and Written Communication Skills
- Dependable and Consistent Work Ethic
- Strength in following-through on tasks/assignments
- Warehouse Experience
- Pallet Jack
- Shipping & Receiving

- Inventory Control
- Packaging
- Forklift
- Merchandising
- Freight Experience
- Warehouse Management
- Materials Handling
- Load & Unload
- Leadership
- Customer service
- Forecasting
- Load & unload
- POS
- Payroll
- Forklift
- Supervising experience
- Merchandising
- Store management
- Cash register
- Sales
- Freight
- Data collection
- Cash handling
- Warehouse management
- Production planning
- Warehouse experience
- Phone etiquette
- Hotel experience
- Basic math
- Retail math
- Computer skills
- Communication skills
- Organizational skills
- Continuous improvement
- Six Sigma

Certifications and Licenses

Driver's License

June 2022 to June 2026