

Marilyn Alferes

New Bedford, MA 02744

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A career oriented, highly motivated, eager team player seeking a full-time position. My ability to multitask, manage time efficiently and creative thinking will be an asset to your team.

Authorized to work in the US for any employer

Work Experience

Inventory Control Coordinator

Titleist - Fairhaven, MA

March 2019 to Present

I am responsible for maintaining inventory control, resolving inventory issues, and ensuring that inventory counts remain accurate. I also identify inventory control process issues and coordinate with inventory control team and management to implement process improvements.

Photographer sales associate

Lifetouch - Dartmouth, MA

October 2018 to March 2019

Photographer and sales associate. Worked in a fast paced environment while still getting beautiful photos. Meet sales goals weekly. Cleaned and maintained photography equipment. clerical duties; answering phones, booking appointments, marking sales in excel, cold calling and promoting new sales and promotions. Operating Cash register.

Dunkin Donuts Crew Member

Dunkin' Donuts - New Bedford, MA

October 2015 to October 2018

Key holder at Dunkin Donuts. operating cash registers, greeting customers, taking/making food and drink orders, stocking and cleaning. I worked closing shift alone where I cleaned the entire store while maintaining customer service standards.

Rehab aid/activity assistant

New Bedford Rehabilitation Hospital

October 2010 to May 2016

Conduct PT, OT, SP Restorative Programs for residence.

Assist in planning activity groups and following through with planned activities.

Transport residents to and from activities and therapy with; ventilators, oxygen tanks, IV poles and wound vacs.

Assist with residence ADLs to ready them for daily activities

Clerical duties; answering phones, filing, billing.

Sales Associate

Dots - Fairhaven, MA

February 2008 to October 2010

Key holder at Dots clothing store, greeting customers, responding to questions, providing customer service, Operating cash registers, unloading trucks, displaying merchandise and Achieving monthly sales goals.

Education

Associate's degree in General Studies

Bristol Community College - New Bedford, MA

August 2016 to July 2018

Medical Assistant Certification in Medical Assisting

Salter School

August 2009 to April 2010

High school diploma

Fairhaven High School

2004 to 2008

Skills

- Computer skills
- Microsoft Office
- Warehouse experience
- Inventory management

Certifications and Licenses

Medical Assistant

July 2010 to Present

First Aid Certification

CPR Certification