

## **Michael Irick**

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### **OBJECTIVE**

Dedicated and focused individual who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Adept at managing multiple projects with ease using expert time management methods. Detail-oriented professional with ability to learn concepts quickly.

### **EMPLOYMENT HISTORY**

#### **Administrative Assistant**

##### Data Entry

January, 2012 —

- Multiple temp assignments with several reputable companies and government agencies. ;
- Verification of documents against national and local databases. ;
- Processing of multiple varied documents. ;
- Data entry of various documents into appropriate databases. ;
- Scanning, copying, faxing, shredding ;
- Phone line customer service for call in help desk involving multiple inquiries. ;
- Mailroom processor

#### **Inventory Specialist**

April, 2003 — February, 2011 (7 years 10 months)

- Inventory auditor in multiple inventories for several reputable companies. ;
- Recognized by management as one of the fastest and most efficient counters. ;
- Experience in broad scope inventory operations from running backroom inventories and training personnel to processing paperwork and resolving discrepancies. ;
- Set up and stocking of new stores using planograms

## EDUCATION

### **Barnes Business College**

Last updated on 2017-04-26

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