

Ms. Raiseen Foster

Woodbridge, VA 22191

msraiseenfoster8_vox@indeedemail.com

+1 703 986 4822

Willing to relocate to: Maryland - Fredericksbrg, VA - Alexandria, VA

Authorized to work in the US for any employer

Work Experience

Assistant Manager

CVS Health - Dale City, VA

April 2022 to Present

- Communicate well verbally and in writing to support and lead your team.
- Perform customer care duties to provide high levels of service.
- Execute merchandising strategies to support store sales growth.
- Manage the store inventory and assets to maintain profitability.
- recruiting, training, supervising and appraising staff.
- managing budgets.
- maintaining statistical and financial records.
- dealing with customer queries and complaints.
- overseeing pricing and stock control.

Domestic Violence Resident Assistant

Action in Community ACTS - Manassas, VA

September 2021 to September 2022

- Responsible for the safety and security of the shelter and shelter residents at all times, making sure the facility is not left unattended and staff wait until the next shift to arrive before departing.
- Provide crisis intervention, safety planning, and community resource information to clients as needed.
- Answer the domestic violence crisis hotline, perform assessments and giving the proper referral phone numbers.
- Conduct intakes, and assist with LAP calls from the police Department.
- Maintains case management system, client records, tracks statistical data relevant to domestic violence victims, and enters data into VADATA and any other assigned data entry system.
- Working with all DV Specialists and DV Case managers when entering clients into the safe house, pick up food and supplies when needed.
- Enforce community living rules, cleanliness and respect for others.

Shipping and Receiving Clerk

Universal Preserve-A-Chem - Mebane, NC

April 2018 to July 2020

- Responsibilities included filing, record keeping, and organization of all products shipped and received in the warehouse, pack and repack goods in shipping containers, boxes, and totes.
- Processed shipping labels, product labels and item description labels especially HAZMAT.

- Shipping documents and packing list with product to ensure that all orders have been filled correctly and meets DOT standards.
- Communication with customers and transportation companies via telephone and email to set up carriers for shipment and provided tracking and PRO numbers for customers to track their shipment.
- Received incoming shipments, compared contents against associated records and transmitted to proper department
- Check and respond to daily emails.
- Communicated with carrier representatives, arranging for special deliveries and shipment receipts
- Investigated and adopted optimal shipping and receiving strategies, selecting the best carriers, routes, and methods to minimize costs and enhance schedules.
- Performed basic mathematical calculations to check weights and dimensions of shipments.

Store Manager

Stride Rite/ Hush Puppies - Queenstown, MD

March 2017 to March 2018

- Overseer of all operations, trained and encouraged employees by promoting efficiency and performance.
- Making sure every customer has an excellent experience, staff support, leading and directing by setting the example while adhering to company standards.
- Observation of the consumer's interest and meeting their needs with product knowledge, stocked inventory, and made it an affordable experience to show more of a commitment to our customer.
- Suggestive selling to drive sales growth from previous forecasting reports.
- Data entry of administrative payroll, outlook mail, MS Word, Excel, and PowerPoint.
- Inventory control, cycle counting, leadership skills, stocking, monitoring shrinkage, assembly (shelving), product displays, and compliance with plan-o-gram layouts.
- Managed store and daily cash deposits
- Thrived in a highly challenging customer service environment
- Managed the scheduling, recruiting, hiring and training of new store employees
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Inventory Control Specialist

Kohl's Distribution eFulfillment Center - Edgewood, MD

January 2014 to April 2017

- Followed detailed standards of product care while receiving shipment.
- Completed daily stockroom tasks with little to no supervision.
- Assisted sales representatives with knowledge of product placement in stockroom according to location and bin type.
- Recorded shipment information in our data entry intranet system and organized an effective stock room
- Reporting discrepancies between physical counts and computer records
- Monitoring inventory levels and replenishing stock as needed while using RF scanner and SAP systems.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).

Education

College Degree in Business Administration

Stanly Community College - Albemarle, NC

February 2016 to August 2019

Skills

- MS Office (Word, Excel, and Outlook), and internal corporate computer application programs to keep track of yearly, weekly, and daily forecast of sales

Certifications and Licenses

ServSafe Food Protection Manager

February 2022 to February 2026