

**Rosa Rosario**  
196 Throop Ave #4F  
Brooklyn, NY 11206  
Phone: (347) 489-0931  
Rosar911@aol.com

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## SUMMARY OF QUALIFICATIONS

- Dedicated and accomplished professional with extensive experience in processing and checking for accuracy
  - Recognized for demonstrating a high level of professionalism and energy while meeting company goals
  - Results-oriented and decisive individual with a focus on communication and service; seeking a challenging opportunity that blends key knowledge, along with supervising a team of 30 employees
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## SUMMARY OF SKILLS

- Data entry software
  - Inventory tracking software
  - Reliable, responsible, and dependable
  - Careful about detail and thorough in completing work tasks
  - Microsoft Office suite software basic level proficient
  - Deals calmly and effectively in stressful situations
  - Experience with radio frequency (RF) scanning
  - Bilingual
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## TASKS

Move freight and stock, to and from storage areas, or delivery vehicles by using equipment.  
Sort and stock within Warehouse.  
Receive oral instructions to determine work assignments or material or equipment needs.  
Utilizes conveyors and other handling equipment to move material to and from within the facility.  
Maintain material moving equipment in good working condition.  
Receives, unpacks, and stores merchandise.  
Fills requisitions and orders.  
Packs, crates, and ships products and materials to retail locations.  
Performs a combination of manual duties.  
Receives incoming materials or prepares materials for shipment.  
Receives goods and direct merchandise to the appropriate area.  
Verifies stock availability and picks the day's orders to be filled.  
Inspects shipments and records and overage/shortage/damage.  
Scanning, picking, packing, auditing and shipping merchandise.  
Verifies orders and ensures entry into the inventory management system.  
Operates a clean and safe work environment, ensuring that all areas of the warehouse are well maintained, kept orderly and free of debris.  
Maintains quality standards set forth by warehouse management.  
Able to stand at least 8 hours with or without reasonable accommodation.  
Able to perform tasks which include pushing, pulling, grasping, and lifting with or without reasonable accommodation.  
Pick to light system over 250 stores per day.  
Enter and retrieve data in an inventory management system.  
Experience in warehouse shipping including rolling systems (totes, roll carts and dollies).

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## EXPERIENCE

- **Duane Reade** – Warehouse distribution facility-Team Leader

10/1999-04/2017

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