



Statement of Purpose

I am a dedicated team player with a successful track record managing multiple projects and technological-related tasks. Seeking an opportunity to utilize my critical thinking, data analysis, and interpersonal communication skills in an administrative-based setting.

SKILLS

Advanced in Microsoft Office, Excel, Word, and PowerPoint

WORK HISTORY

APRIL 2020 – MAR 2023

Inventory Coordinator, *ResinTech Inc.*

Camden, NJ

- Successfully supervised teams of 10-15 warehouse workers each shift. Served as direct contact between management and staff.
- Developed and printed over 2000+ shipping labels per day.
- Facilitated team meetings to ensure proper production consolidation, supply chain operations, and company quotas were succeeded regularly.
- Selected by the VP of the company to oversee special plant operation projects and material controls from oversea suppliers.
- Microsoft Office, Excel, and Word were utilized daily to identify, analyze, and document inventory processes. Calculated units of measurement for Ion exchanged Resin via SharePoint.
- Effectively communicated with plant supervisors to ensure inventory for the production schedule remained accurate.

OCT 2022- Current

Sorting Center Field, *Amazon*

Swedesboro, NJ

- Sorting, scanning, and stacking packages on pallets, and helping to get customer orders ready for delivery.
- Use technology like scanners, computers, and handheld printers to complete daily tasks.
- Use carts, dollies, and hand trucks to efficiently move items.
- Consistently lifting, pushing, and pulling materials to the proper stations.

AUG 2015 – MAR 2019

Overnight Stock Associate, *Walmart Supercenter*

Deptford, NJ

- Retrieved pallets with hand jack, separated and sorted pallets according to Universal Product Code "UPC" and transfer them to L-carts.
- Accurately restocked supplies according to UPC

- Carefully handled frozen food in compliance with health and safety guidelines to avoid waste; handled perishables in an appropriate manner to avoid the risk of food contamination.
- Fulfilled all shift work orders in an efficient and accurate manner.
- Use MC-40 (barcode scanner) to find locations of items/take items out of the system to update inventory; Follow directives from the Department Manager's List of possible Features for the week.
- Prioritized injury prevention and safety by clearing up all debris and trash from aisles.
- Effectively communicated with Shift manager and end-of-shift relief by informing them daily of completed work shift tasks.

VOLUNTEER & COMMUNITY ENGAGEMENT

APRIL 2022 - Current

Community Outreach Committee, *Victory Baptist Church* *Camden, NJ*

- A passionate, driven committee fulfilling God's purposes as demonstrated by Jesus Christ.
- Created over 100 care packages for the homeless to distribute among the Camden County NJ area.
- Successfully orchestrated local nursing home visits, technology tutoring classes for elders, and community youth programs.

EDUCATION

SEPT 2014

Business Accounting, *Rowan College of Gloucester County* *Sewell, NJ*

JULY 2012

Mechanical Engineering, *Syracuse University* *Syracuse, NY*

JUNE 2012

High School Diploma, *Deptford High School* *Deptford, NJ*