

Sean Mitchell

Communications Student

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To whom it may concern,

I currently reside in Oceanside, CA and will be relocating to Denver, CO August 21st, 2021.

With Utmost Regards,

Sean

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Clerk

Calpex Plastic Fabrication - Oceanside, CA

April 2021 to Present

- Verified, inspected, and put together all outgoing shipments to insure quality of product and accuracy of orders.
- Input sales orders
- Issue invoices to customers
- Palletize orders for shipment
- Used forklift to load and unload incoming and outgoing orders
- Receive raw materials and ensure accuracy of Incoming Purchase orders and record shortages or damage.
- Ensure product coming off production lines meets customer specs before labeling and packaging.
- Safely operated sit down forklift and other warehouse equipment
- Developed and maintained good standing with every freight company
- Ability to cover all production lines to ensure workflow is consistent and every employee has required breaks and lunches.

Shipping and Receiving Clerk, AR/AP

Terminal specialty - Oceanside, CA

December 2020 to April 2021

- Responsible for receiving picking tickets and putting orders together in a timely manner to be shipped same day.
- Weigh packages and arrange Shipping/freight pickup.
- Put together invoices and packing slips to send to Customer.
- Receive payment through Credit card, and checks. Input into Quickbooks and Ledger
- Put together packages specific to each individual customers details and specs.
- Issue credit Refunds for product.
- Issue statements to customers.
- Provide Exceptional Customer service for customer retention through in person and electronic channels

Service Technician/Crew Chief

Discount Tire - Oceanside, CA

March 2020 to March 2021

- Prep and stage work orders to ensure smooth workflow
- Mount and dismount tires from wheels
- Balance and install tires on vehicles
- Tire repairs for vehicles
- Inspect wheels for service and safety

Automotive Technician

Walmart - Vista, CA

August 2018 to December 2019

- Perform basic automobile maintenance on passenger cars and light trucks such as oil changes, new tires, wiper replacements, bulb replacements and battery installations.
- Ensured customers were aware of safety concerns and upsold extra services.
- Use automated computer system to log time and tasks completed for each assigned job

- problem solving
- detail oriented
- Work independently
- time management
- organizational skills

Member Service

Costco Wholesale - Carlsbad, CA

June 2018 to August 2018

To provide all members of Costco with outstanding Customer Service.

- Help cashiers ring up members efficiently to keep lines to a minimum.
- Welcome all members into Costco and answer any questions members may have.

SKILLS

Customer service

Team Oriented

Time Management

Salesmen/Fit Expert

ROADRUNNER SPORTS - Vista, CA

August 2017 to May 2018

-welcomed customers into store and took them through the company's 3D foot analysis to find the perfect fit for their foot.

-up Sold customers on company branded products and annual memberships to the company.

-Met weekly revenue goals for sales team

-Maintained thousands of dollars of 3D technology for daily use in the store.

Problem Solving

Team Oriented

Conflict Resolution

Time Management

Semperfit Gym Assistant

UNITED STATES MARINE CORPS - Various Locations - Twentynine Palms, CA
December 2016 to June 2017

to welcome all patrons into the gym, check in and answer any questions that may be asked about the facility, and equipment.

Monitored gym weight room/turf room for violations and potential hazardous situations.

Assisted in maintaining the gym equipment and recreation areas for both military service members and civilians

Examined injured individuals, administer first aid./CPR

Tested, checked and cleaned all equipment to ensure it' was in safe working order.

Scheduled reservation times for raquetball courts, turf room, and checking out workout equipment.

- Work independently
- Conflict resolution
- Problem solving
- Detail oriented
- Customer service

Rifleman/Team Leader

UNITED STATES MARINE CORPS - Various Locations - Twentynine Palms, CA
November 2013 to December 2016

Outstanding physical and mental toughness for handling changing situations with superior reaction time and adaptability. Knowledge of combat weaponry operation and maintenance. Equally capable of working alone or as a member of a team and comfortable exercising initiative and solving problems. Ability to lead a group of men under high stress mentally challenging situations. Qualifications include:

- Leadership experience
- Team oriented
- Creative Skills
- Management Skills
- Problem solving

Education

Associate in Communication studies

MiraCosta College - Vista, CA
August 2017 to May 2020

high school diploma

South High School - Bakersfield, CA
August 2009 to June 2013

Skills

- Customer Service (4 years)
- Leadership Training (2 years)
- creative thinking (3 years)
- Problem Resolution (3 years)
- Team Building (2 years)
- Team Leader (3 years)
- verbal communication (3 years)
- flexibility (6 years)
- Auto Technician
- Lube Tech
- Auto Tech
- Automotive Service
- Oil Change
- Communications (5 years)
- Sales Experience (1 year)
- Service Technician Experience
- QuickBooks
- Automotive Repair
- Vehicle Maintenance
- Upselling
- Conflict Management
- Shipping & Receiving
- Security
- Manufacturing (Less than 1 year)
- Plastics extrusion (Less than 1 year)
- QuickBooks (1 year)
- Forklift (Less than 1 year)
- Warehouse experience (1 year)
- Order fulfillment (1 year)

Military Service

Branch: United States Marine Corps

Service Country: United States

Rank: Corporal

July 2013 to July 2017

Served as a Team Leader in the United states marine corps.

Supervised and led a team of heavy weapons specialists, educating and applying hands-on training for them to succeed in the team's operations and tasks

Conducted and coordinated operations for successful outcome of events with no negative results

Protected government sites in Kuwait, and Iraq. Maintained point of control for access to the property and properly verify all persons coming through the check point to include staff, contractors, and visitors

Provide close reconnaissance and surveillance to the infantry battalion. Attend company- held ranges and assist as a personal safety officer.

Certifications and Licenses

CPR/AED

January 2017 to January 2019