

# Thomas Fronk

## **Inventory Specialist / Warehouse supervisor - Staples**

Mechanicville, NY 12118

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(518) 772-9817

To obtain a position and a consistent monthly income, along with experience for my future career.

Authorized to work in the US for any employer

## Work Experience

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### **Inventory Specialist / Warehouse supervisor / Sales**

Staples

August 2017 to Present

Unloaded trucks, broke down pallets of products, managed vendor and warehouse returns, filed and documented shipping paperwork, supervised sales associates, maintained a neat and organized sales floor, received incoming UPS and FedEx, deliveries, kept an even count on inventory, cleaned and organized warehouse, received and processed online orders. On the sales floor I kept customers happy, drove sales, and helped customers with questions and problems.

### **Laboratory Technician**

Adirondack Beverages

November 2015 to April 2016

Tested mixes, syrups, and products, documented the information on the computer, checked pressure gauges, codes and the specs on the machines. Tested PH, CO2, Brix, PPM, air pressure, turbidity, measured the dimensions of the cans bottles, took samples and packaged them to send to the manufacturers.

### **manager**

Mazzone Catering

January 2014 to January 2014

### **Cashier**

Kmart Upfront Sales

2013 to 2014

Cashing customers out, balancing drawer

Stock merchandise, receiving and transfers, merchandise display

Nov. 2014 Walgreens

Cashier, stocking, displays, unload truck, inventory, check expirations, photo technician.

## Education

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### **Computer Science**

HVCC College  
March 2018

## **Security, and Criminal Justice**

MVCC College Utica  
2016 to 2017

Burnt Hills Ballston Lake High School  
2015

## Skills

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Forklift, Forklift certified, logging, Microsoft office, MS OFFICE

## Additional Information

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Skills and Qualifications:

- \* Graduate of the Burnt Hill Ballston Lake School District
- \* Outstanding people skills
- \* High level of energy with excellent work ethics- prompt, dependable, team player
- \* Tolerant and flexible to different situations, always willing to try new things
- \* Forklift certified
- \* Advanced knowledge with Windows operating systems, and all Microsoft office applications
- \* Extremely efficient at typing, and logging data