

# William Minor

## Multi-Skilled Professional

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(716) 860-0168

### Qualifications Summary:

Accomplished professional with 6+ years of combined diverse retail store operations and manufacturing operations experience. Talented strategy developer, skilled at successfully maintaining relationships with associates and building support for ideas, proposals, projects, and solutions across teams and departments. Highly-motivated, hardworking, and dedicated, always willing to take on new duties, operations, and projects. **Currently seeking to leverage my experience and skills for a Plant Laborer position.**

#### **Areas of Experience & Specialization:**

- Customer Service & Support
- Loss Prevention & Shrinkage Control
- Manufacturing Operations
- Merchandising & Product Display
- Microsoft Office Suite
- Power Jack Equipment Operations
- Replenishment Strategies
- Stock & Inventory Management
- Team Collaboration
- Workplace Safety Compliance

### Professional Experience:

#### **Store Clerk** | Tops Friendly Markets - *West Seneca, NY* (05/2019 - Present)

Leading Store Clerk, responsible for executing a wide variety of customer service, inventory management, replenishment, merchandising, stocking, product display, and sales event operations. Restock store shelves and ensure inventory levels meet customer demands and special-order requirements. Unload pallets from trucks using power jack equipment. Efficiently and effectively organize the movement of stock from storage to store shelves. Work with customers to provide information regarding products, prices, and availability.

#### **Proven Success & Impact:**

- Uphold high-quality control standards for merchandising, inventory control, asset protection, shrinkage, loss prevention, and product display throughout the store and all departments, helping reduce losses caused by theft and fraud.

#### **Production Associate** | Tesla Solar Energy - *Buffalo, NY* (09/2018 - Present)

Served as a Production Associate at Tesla's innovative solar panel manufacturing facility in Buffalo, NY. Held responsibility for executing finished solar panel packaging operations. Packaged, labeled, scanned, and prepped finished solar panels for truck loading and shipment. Utilized power jacks to transport and load packaged solar panels onto trucks.

#### **Proven Success & Impact:**

- Effectively evaluated packages for quality, proper packing, correct labeling, and overall presentation.
- Actively worked to uphold the utmost quality and presentability of finished Tesla solar panels, helping safeguard the integrity and quality reputation of the Tesla Solar Energy brand.
- Consistently took on new job responsibilities and leadership duties within packaging operations.

#### **Produce Clerk** | Tops - *West Seneca, NY* (10/2014 - 11/2018)

Long-serving and committed Produce Clerk at Tops in West Seneca, NY. Held responsible for executing a wide variety of store produce department customer service, inventory management, replenishment, merchandising, stocking, product display, and sales event operations. Restocked each section of the produce department. Efficiently and effectively organized the movement of stock from storage to shelves. Worked with customers to provide in-depth information regarding products, prices, and availability.

#### **Proven Success & Impact:**

- Worked with the Assistant Store Manager to manage produce department inventory levels and monitor demand for various products, leading to reduced perishable goods waste.
- Successfully provided customer service to a diverse client base, demonstrating patience and professionalism to generate strong rates of satisfaction and retention.

### Add.

**Parking Attendant** | Key Bank Center - *Buffalo, NY* (10/2017 - 03/2018)

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**Experience:**     **Lister** | Greatdealsareus - *Cheektowaga, NY* (02/2013 - 10/2014)

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**Education:**     **High School Diploma** | Stanley G. Falk School - *Buffalo, NY* (2011)