

Xzavier Melendez

Greeley, CO 80634

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Looking to grow, not only as a man, but as a worker.

Authorized to work in the US for any employer

Work Experience

Receiving

Top Shelf - Greeley, CO

January 2022 to Present

Assistant Store Manager

Family Dollar

February 2021 to January 2022

Responsible for implementing workflow procedures based on direction from the Store Manager. Duties include supervising employees during day-to-day tasks, providing customer support in escalated situations and managing the overall workflow of the workplace.

HBC Clerk

Safeway - Greeley, CO

January 2019 to February 2021

I am responsible for building displays, stocking shelves and merchandising. I also assist guests with product selection and sales.

Education

High school diploma in Business

Aims Community College - Greeley, CO

January 2022 to Present

High school diploma

Valley High School - Gilcrest, CO

August 2017 to May 2021

Skills

- Problem Resolution (2 years)
- Time Management (4 years)
- Cash Handling (2 years)
- Communication skills (3 years)

- Customer service (3 years)
- Leadership (2 years)
- Retail management (1 year)
- Merchandising (2 years)
- Management (1 year)
- Sales (3 years)
- Stocking (2 years)
- Inventory Control
- Organizational Skills
- Store Management Experience (1 year)
- Shipping & Receiving (1 year)
- Packaging (1 year)
- Load & Unload (2 years)
- Freight Experience (2 years)

Languages

- English - Expert

Certifications and Licenses

Driver's License

May 2019 to Present

Transportation Worker Identification Credential (TWIC)

January 2022 to December 2027