

James Moser

Central, SC 29630

jamesedmoser@gmail.com

864-637-9908

The prospective new employee with a wide range of skills and experience at your disposal.

Authorized to work in the US for any employer

Work Experience

Custodial

ABM Industries, Inc. - Clemson, SC

January 2019 to Present

- Time Management
- Customer Service
- Management of Clean Work Area.
- Cohesive Team Work
- Task Management for Completion of Service.

Warehouse, Counter Sales, and Parts Delivery

Prosource Inc - Anderson, SC

January 2018 to January 2019

- PSA Inventory and POS
- Customer Service and Sales
- Part Recommendation for Application
- Assist in Cash Drawer Management and. Deposits
- Parts Management and Inventory Control
- Parts and Supply Delivery with DOT Physical in Box Truck and Flat Truck
- Use of Forklift and Reach Picker.

Parts management

Leadec at BMW - Greer, SC

March 2017 to January 2018

- Use of SAP to find parts, pull orders, create reports, and distribute parts.
- Forklift experience in a manufacturing environment
- Inventory audits
- Use of hand tools and power tools for assembly and disassembly of parts and shipping crates.
- Use of ladders, lifts, and cranes to complete tasks

3rd Shift Stocker

Ingle's - Clemson, SC

June 2015 to August 2015

- Customer service, sales, and cash register
- Made sure to help other employees if assistance was needed
- Helped prep store for 1st shift to run effectively

Seasonal Sales Associate

Lowe's - Easley, SC

March 2015 to June 2015

- Provided excellent customer service and additional sales of promotional items
- Entered customer data and item information for sold items
- Called customers for shipping and item changes in the system
- Worked as a team player in any department needed
- Performed safety checks
- Operated order picker, forklifts, and stand behind forklifts.

Store Manager

Haven of Rest Ministries Inc - Anderson, SC

May 2014 to March 2015

- Prioritized duties, needs, and total workload to complete tasks
- Interviewed, trained, and placed employees in areas needed.
- Established store goals and placed milestones to reach the goal
- Data Entered of sales, employee payroll, and items donated
- Customer service and sales
- Counted store teal, made financial reports, and made deposits
- Enforcing Store Policy in customer complaints on the phone or face to face

Garden Center Associate

Walmart - Central, SC

April 2009 to September 2010

- Provided excellent customer service
- Completed daily tasks left by management
- Implemented customer sales based on their needs and wants
- Operated forklift, scissor lifts, and motorized order picker
- Use of hand held Gemini scanners to inventory and set up modules

Assistant/ Crew Manager

Robert's Drywall/ Construction - Liberty, SC

April 2001 to May 2008

- Driving company truck to estimate jobs, pick up supplies, and set jobs up.
- Helped with work schedules and logging hours worked for employees.
- Face to Face Customer Service and Sales upgrades
- Use of ladders, lifts, and scaffolding to complete job duties.
- Use of saws, miter saws, crosscut saws, circular saws, and table saws.
- Use of tape measures, T squares, and laser levels.
- Use of hammer drills, jackhammers, screw guns, and drills.

Security Officer

Oconee Regional Medical Center - Seneca, SC

September 1999 to April 2001

- Walk Routes
- SC Sled Certified
- Diffuse Combative Situations

- Keep a Detailed Journal of Each Night
- Monitor Surveillance Cameras
- Lock Up Closed Areas of the Hospital and Surrounding Buildings on Campus.
- Write Detailed Reports of the Nights Happenings and Pass the Information to Co-workers.

Production Worker/ Labor

Manpower Staffing Temporary Agency - Easley, SC
November 1997 to May 1999

- Worked as a Team Member of Assembly Line
- Use of a Variety of Hand Tools
- Handling of Small Parts in Assembly of Tools and Machines
- Management of Time to Complete My Section of Build

Education

Associate in Management

Tri-County Technical College - Pendleton, SC
May 2013 to July 2014

Associate in Computer Technology

Tri-County Technical College - Pendleton, SC
August 2010 to May 2013

Industrial Electricity

B J Skelton Career Center - Pickens County, SC
August 1995 to May 1996

Skills

CUSTOMER SERVICE (10+ years), RECEPTIONIST (2 years), RETAIL SALES (4 years), HAND TOOLS (10+ years), DATA ENTRY (4 years), Microsoft office (6 years), SAP (1 year), Sales (4 years), Databases (6 years), Management (3 years), Inventory Management (3 years), Cleaning (7 years), Housekeeping (Less than 1 year), Painting (2 years), Assembly (1 year), Cash Handling (4 years), PSA (1 year)

Awards

MRO Quick Response

October 2017

Found supplies/parts needed in SAP to prevent an extended line down time at BMW for MRO Leadec.

Certifications/Licenses

Work Keys

July 2016 to Present

Gold

Assessments

Basic Maintenance and Repair — Highly Proficient

July 2019

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities.

Full results: https://share.indeedassessments.com/share_assignment/shixpglmf6dkjq1

Workplace English — Expert

July 2019

Understanding spoken and written English in work situations.

Full results: https://share.indeedassessments.com/share_assignment/cnhtlunpjaenp2w

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS:

- PSA and SAP Knowledge
- Proficient in data entry, networking, and trouble shooting
- Proficient in overall current technology
- Able to communicate effectively orally and in writing
- Operation of hand tools and power tools
- Customer service and Handling Customer Complaints
- Volunteer Database and Networking for Clemson African American Museum 2009-2013