**Storekeeper**

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# Objective

To be a part of an organization by using the learning ability. Having good presentation skills with leadership qualities and analytical power. To pursue a challenging career where creativity appreciated and Master of International where one will able to learn continuously and grow consistently adding value to the organization through the capabilities and skills.

# Skills

Microsoft Office, Google Docs, Google Sheets, Data Entry, Filing, CRM, ERP, Mac OS X

# Work Experience

## Storekeeper

**ABC Corporation** ­ October 1995 – April 1997

* Interacted with prisoners daily in regards to property, mail and store-bought goods.
* Inventoried belongings of prisoners after they were admitted.
* Unloaded materials from trucks by hand or with motorized equipment.
* Inspected items for quality and quantity against freight documents.
* Opened, time-stamped, separated and distributed incoming mail.
* Counted, weighed and measured goods received or issued.
* Unpacked incoming goods, wrapped and packed outgoing goods.

## Storekeeper

**ABC Corporation** ­ 1993 – 1995

* Supervise inmate workers in the prisoner store.
* Assign them daily tasks.
* Complete prisoner evaluations and disciplinary reports.
* Check outgoing orders for accuracy.
* Maintain product inventory.
* Maintain security of prisoners including pat-downs, searches, and surveillance.
* This is Dummy Description data, Replace with job description relevant to your current role.

# Education

Certificate - 1992 (West Shore Community College - Scottville, MI)