***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

[info@qwikresume.com](mailto:info@qwikresume.com)

[**www.qwikresume.com**](http://www.qwikresume.com/)

***SKILLS***

Microsoft Office, Google Docs, Google Sheets, Data Entry, Filing, CRM, ERP

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Storekeeper/Store Owner***

# PERSONAL STATEMENT

Focused & goal-driven Storekeeper/Store Owner with strong work ethics, continuously striving for improvement coupled with a commitment to offering quality results. Abilities in handling multiple priorities with a genuine interest in personal & professional development. Quick learner & highly energetic with a keen aptitude for learning and applying new knowledge resourcefully

# WORK EXPERIENCE

## Storekeeper/Store Owner

### United Airlines - 2007 – 2019

*Responsibilities:*

* Process and move productions, tools, aircraft materials into and out of Stockrooms / Tool crib, storage and other locations in the company.
* Materials handling, receiving, inspecting, expediting, line loading, tools, and material tracking.
* Ship, receive, store and move materials, tooling, and equipment using motorized and manual handling equipment.
* Stockroom cleaning and routine materials, tooling and equipment maintenance and daily check.
* Made sure that tools and equipment are up to date and calibrated.
* Reconciled and maintained accounting data on four separate accounts ensuring federal regulations were upheld and bookkeeping was in compliance.
* Participated as a team member during the final month of the fiscal year obligating funds for FY2015.

## Storekeeper

### ABC Corporation - 2002 – 2007

*Responsibilities:*

* Interact with customers and other staff in a manner that promotes positive relationships.
* Sort of donated items. Price donated items.
* Place donated items on racks/shelves for display.
* Assist in loading and unloading of the store&rsquo;s truck, customers&rsquo; vehicles, and/or donors&rsquo; vehicles.
* Perform clerk/cashier activities.
* Perform store custodial duties as directed to include wash windows, dust, clean bathroom, sweep/vacuum/mop floors, carry out trash, etc.
* This is Dummy Description data, Replace with job description relevant to your current role.

# Education

BS in Criminal Justice - 2001(City College of San Francisco - San Francisco, CA)