

# Robert Smith

## Storekeeper/Store Owner

### CONTACT DETAILS

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Alabama  
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### 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

### SKILLS

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

### 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.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

#### **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's truck, customers's vehicles, and/or donors's 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.

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### Education

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