

Anya Marcero

Operations Assistant - Inventory Control

466 Main Street - Dundee, MI 48131
amarcero11@gmail.com - (567)-686-6001

Office administration position
Authorized to work in the US for any employer

WORK EXPERIENCE

Merchandising Internship

Toledo Mud Hens & Toledo Walleye - Toledo, OH - October 2014 to Present

Responsibilities

Pull mail orders from our online website's store and fill them per customer's request, print labels for shipping orders, update inventory, perform cycle counts, customer service, cashier work, answer phone calls and emails, operate CounterPoint software, open and close store, clean work area and promote retail sales.

Accomplishments

Helped increase retail sales profit for both organizations and was apart of the crew who worked during the successful Winterfest Event.

Skills Used

Sales, customer service, leadership, established a friendly and outgoing personality, punctuality, hard work and reliability.

Operations Assistant - Inventory Control Specialist

Exel, Inc. - Toledo, OH - June 2006 to Present

Job Duties

Assist the operations supervisors with daily office and warehouse tasks, executes cycle counts and inputs data into Chrysler's computer system. Fix variances in the Glupex system, assist management with daily operations and works closely with Microsoft Office program.

Accomplishments

Saved Exel, Inc. thousands of dollars due to part discrepancies with Chrysler's controlled storage for the inventory versus what we had physically in the warehouse.

Skills Used

Proper communication skills with management, leadership, teamwork, responsibility, punctuality and hard work.

Sales Associate

Monroe Beer Cooler - Monroe, MI - May 2004 to June 2006

Provide customer service and submit their orders with the vendors. Cashier work, customer service and sales.

Contractor

South County Water System - Temperance, MI - May 2001 to August 2005

Maintained the fire hydrants and filled customer's swimming pools. Assist tap crew with water main breaks and field restorations.

EDUCATION

Bachelor's of Arts in Multidisciplinary Studies

SIENA HEIGHTS UNIVERSITY - Adrian, MI

2013 to 2015

Associate's of Science

MONROE COUNTY COMMUNITY COLLEGE - Monroe, MI

2004 to 2008

SKILLS

Business communications, customer service and medical terminology.

ADDITIONAL INFORMATION

- ✓ Trained on Microsoft Office program.
- ✓ Designed advertisement for a youth sports program.
- ✓ Completed QMS certification for a logistics company.