April M. Smith

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**PROFILE**

Paying exceptional attention to detail while verifying invoices. Develops and maintains working relationships with vendors and customers. Dependable and reliable.

**SKILLS**

|  |  |
| --- | --- |
| * Strong organizational skills * Detail oriented * Problem solving skills * Time management | * Interpersonal and written communication * Adapts to change quickly * Invoicing |

**EXPERIENCE**

**September 2003 – Present**

**WALMART -** Chehalis

**Direct Receiving Associate**

Followed proper procedures to prevent and loss when receiving and securing goods. Received stages and delivered foods to designated areas throughout the facility. Utilized policies and followed proper procedures when making decisions. Built professional relationships with vendors. Entered data required for receiving, checking for any discrepancies and correcting any errors as required.

**Universal Product Code Clerk**

Compiled price change reports. Keyed on hand changes to check accuracy of price changes and capture overages or losses. Verified on hand and logged inventory accuracy. Assisted in receiving operations, validating electronic data interchange (EDI), and correcting errors.

**Department Manager**

Supervised six employees and their daily functions. Maintained a professional work environment and modeled excellent customer service at all times. Prioritized and delegated daily workloads. Monitored and communicated staffing needs. Reported to store manager weekly. Ensured processed and safety practices were adhered to by all staff.

**Customer Service Associate**

Handled customer complaints and returns. Balanced end of shift customer return slips. Completed money transfers for customers. Cashier as needed. Accurately handled cash and other payments. Greeted customers, helped customers locate products within store or other locations. Maintained a professional demeaner at all times. Deescalated upset patrons.