

BLAINE MITCHELL

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SUMMARY

Detail-oriented retail worker with over three years of experience providing customer service. Strong ability to manage different departments efficiently and effectively. Ability to communicate with others in a professional and efficient manner. Willing to take on additional tasks to help others when needed.

WORK EXPERIENCE

Dairy Manager, Niemanns, Mattoon, IL

Aug 2022 - Present

Previous positions held: Bagger, Customer Service Associate, Stocker, General Merchandise Manager

- Maintained the department by ordering products to ensure there were no outs.
- Merchandised both Dairy and GM departments to highlight the sale items and seasonal items.
- Verified pricing was correct for all items on the shelf in Dairy and GM, and reported any inaccuracies.
- Received product into the inventory system, and made sure pricing from vendors was correct.

Warehouse Operator, Mars Petcare, Mattoon, IL

Aug 2020 - Aug 2022

- Worked with inventory system to locate and load appropriate product onto trailers to be shipped.
 - Maintained food safety and product quality by following GMP's.
 - Performed safety checks on all equipment used during shift to ensure everything was working correctly and safely.
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EDUCATION

Charleston High School

AUG 2016 - MAY 2020

General Studies

KEY SKILLS

- Office Suite software.
- Data entry.
- Organizational and time management skills.
- Problem solving.
- Customer service.
- Attention to details.