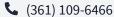
# **Phillis Derscheid**

Stock Clerk

phillis.derscheid@gmail.com



• 1673 Blue Spruce Lane, Hartford, CT 06106

#### Education

# High School Diploma at Greenwich High School, Greenwich, CT

Sep 2017 - May 2021

I've learned to be organized, to manage my time, and to study effectively.

#### Links

linkedin.com/in/phillisderscheid

## **Skills**

Stock control

Inventory management

Data entry

Stocktaking

Health and safety procedures

Customer service

**Basic accounting** 

#### Languages

English

Urdu

#### **Profile**

I have over 1 year of experience as a stock clerk. I have performed various duties such as stocking shelves, organizing inventory, and conducting audits. I am efficient in my work and take pride in ensuring that the products are properly displayed and priced correctly. Customers often compliment me on my helpfulness and attentiveness.

## **Employment History**

## Stock Clerk at The TJX Companies, Inc., CT

Jun 2022 - Present

- Maintained inventory of stock and ensured accuracy of records.
- Performed regular stocktaking to identify shortages and surpluses.
- Coordinated with suppliers for the timely delivery of goods.
- Monitored expiry dates and arranged for the disposal of expired items.
- Assisted customers in locating desired products.

## Stock Clerk II at Ross Stores, Inc., CT

Jul 2021 - May 2022

- Handled inventory for a team of 15 people.
- Tracked and updated inventory levels in real-time.
- Monitored stock to ensure that it was up to date.
- Picked and packed orders for shipment.
- Unloaded trucks and restocked shelves.

#### Certificates

**Certified Stock Clerk** 

Aug 2020

**Certified Inventory Specialist** 

Mar 2019

# Memberships

National Association of Stock Clerks and Order Fillers

**American Association of Stock Clerks**