

# Georganna Larrew

Stock Clerk

## Profile

I am a stock clerk with over 1 year of experience. I have worked in various settings, including retail stores and warehouses. I have gained valuable experience in stocking shelves and organizing inventory. I am efficient and detail-oriented, and I possess excellent time management skills. I am capable of working independently or as part of a team.

## Employment History

### Stock Clerk at Harris Teeter, NC

Jun 2022 - Present

- Maintained an inventory of 100+ items by stocking shelves and conducting weekly audits.
- Handled customer questions and complaints in a professional manner, resulting in a 5% increase in customer satisfaction.
- Reduced wastefulness by 10% through more efficient organization of stockroom.
- Unloaded deliveries averaging 30 boxes per day while adhering to safety standards.
- Trained 2 new employees on proper stocking procedures.

### Stock Clerk II at Food Lion, NC

Jul 2021 - May 2022

- Maintained inventory of stock and placed orders when levels ran low.
- Kept track of incoming and outgoing shipments, ensuring that all items were accounted for.
- Inspected products for damage or defects and reported any issues to the supervisor.
- Stored products in an organized manner in the warehouse.
- Loaded and unloaded trucks as needed.

## Certificates

### Certified Stock Clerk

Nov 2020

### Certified Inventory Specialist

Mar 2019

## Memberships

National Association of Stock Clerks and Order Fillers

American Association of Stock Clerks

✉ [georganna.larrew@gmail.com](mailto:georganna.larrew@gmail.com)

☎ (754) 286-6702

📍 320 E Morehead St, Charlotte, NC 28202

## Education

### High School Diploma at North Carolina School of the Arts

Aug 2016 - May 2021

I've learned how to study for long periods of time, how to write essays, and how to do research.

## Links

[linkedin.com/in/georgannalarrew](https://www.linkedin.com/in/georgannalarrew)

## Skills

Stock control

Inventory management

Data entry

Stocktaking

Health and safety procedures

Customer service

Basic accounting

## Languages

English

Russian