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# SALES FLOOR STOCK CLERK RESUME

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## Summary:

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An outstanding individual with track record in receiving, storing, and issuing sales floor merchandise; skills in stocking shelves, racks, cases, bins, and tables with merchandise and arranging merchandise displays to attract customers; may periodically take physical counting of stocks, checking, and marking merchandise inside the store; knowledge in business management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people

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## Professional Experience:

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Sales Floor Stock Clerk January 2007 – Present  
Garrett County One-Stop Job Center

- Itemized and totaled customer merchandise selections at checkout counter, using cash register, and accepted cash or charged cards for purchases
- Took inventory and examined merchandises to identify items to be reordered or replenished
- Packed customer purchases in bags or cartons
- Stocked shelves, racks, cases, bins, and tables with new or transferred merchandises
- Received, opened, unpacked, and issued sales floor merchandises
- Cleaned display cases, shelves, and aisles

Sales Floor Stock Clerk May 2004 – December 2006  
Garrett County One-Stop Job Center

- Compared merchandise invoices to items actually received to ensure that shipments are correct
- Attached and changed price tags on merchandises getting reference from the price list
- Designed and set up advertising signs and displays of merchandises on shelves, counters, or tables to attract customers and promote sales
- Sourced out acquisition of merchandises from suppliers based on availability of space, merchandise on hand, and customer demand
- Transported packages to customers' vehicles

Sales Floor Stock Clerk  
Garrett County One-Stop Job Center February 1999 – May 2004

- Transported packages to customers' vehicles
  - Initiated ways to assist customers
  - Managed one's own time and the time of other stock clerks
  - Selected and used training/instructional methods and procedures appropriate for the situation when learning or teaching new things
  - Understood the implications of new information for both current and future problem-solving and decision-making
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## Education:

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Masters Degree in Business Administration, University of Maryland, 1999  
Bachelor in Business Administration, University of Maryland, 1994

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## Skills:

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- Excellent interpersonal skills
  - Proficient in computer skills
  - Knowledge in improving customer service in stores
  - Excellent time management and organizational skills
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## Awards and Affiliations:

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Business Administration Organization, Member  
Association of Business Administration, Member

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