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## Stocking Clerk Resume

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### Job Objective

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Seeking to obtain a Stocking Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

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Stocking Clerk  
Swiss Corporation, Wichita, KS  
May 2004 – Present

- Ensured setting up the shelves adhering to company specifications.
- Compared merchandise invoices to actually received items and ensure accuracy of shipments.
- Received, opened, unpacked and issued sales floor merchandise.

Stocking Clerk  
Rainbow Corp, Wichita, KS  
March 2002– April 2004

- Assisted the customers' with their questions concerning merchandise.
  - Advised customers on merchandise selection catering their needs.
  - Administered merchandise requisition from supplier duly verifying available space.
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### Summary of Qualifications:

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- Familiarity with ordering, receipt, storage and distribution of commodities
  - Ability to maintain stock records
  - Ability to understand and carry out oral and written instructions
  - Ability to effectively use computer applications
  - Ability to lift and carry moderate to heavy loads for short distances
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### Education:

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Bachelors Degree in Accounting  
Houston Community College, Houston, TX

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