
Stockroom Clerk Resume

Job Objective

To obtain a Stockroom Clerk position in a company that will allow me to grow with the company.

Work Experience:

Stockroom Clerk

Engineering Resource Group, Bakersfield, CA

May 2004 – Present

- Administered kits material against work orders.
- Delivered material to the appropriate individuals, departments or stock locations.
- Managed to stores articles in bins, on floor, on shelves, by designated locations.

Stockroom Clerk

American Sugar Refining Company, Inc., Bakersfield, CA

March 2002– April 2004

- Computed data, received materials, requested part numbers, and issued purchase orders.
 - Received and documented inbound materials and finished products for production.
 - Processed and packed shipping orders and inner-store transfers.
 - Printed daily orders and production plans and distributed to appropriate personnel for picking orders.
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Summary of Qualifications:

- Ability to use power tools like: saw, air guns, nail guns
 - Ability to operate sitting and standing forklifts
 - Flexible and available to work overtime
 - Ability to supervise the work of others
 - Ability to follow verbal and written instructions
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Education:

Associates degree in Accounting

Houston Community College, Houston, TX

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