

Cynthia L Lewis

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Profile:

25 + years Customer Service
Sales and Merchandising
Warehouse and Inventory

Skills:

Register cash/ATM/CC
Till reconciliation/deposits
Training/Presentation
Territory Sales
Merchandiser
Shipping/Receiving
Barista/recipe education

Schematic reset
UPS/FEDEX/USPS SHIPPING
SETUP promotional events
HAZMAT HANDLING
CRM COMMUNICATION
Supervise reset team
Perishable/HBA/Chemicals

Summary :

Territory Account Manager
Maintain offsite warehouse, company vehicle.
Loading/unloading, receiving delivers,
sell/installing espresso machines.
Train staff on beverage recipes using an
espresso/coffee machine.
Train/Reset Teams (35) for complete grocery
reset.

CRM entry for remote Sales/Merchandiser
Inventory, reconciliation
POD research for delivery
Sales perishable & chemical products
Team building
Cash register
Forklift and pallet jack
cut in new items

Employment History

Errands Solutions

09/2014 - 12/2018 Concierge

Fresno, CA

Assist customers with special request. Research venue/vacation/rental car/hotel. Pickup and delivery of special request. Weekly delivery of Organic Product (5 location delivery) billing. Inventory office, answer phones. UPS, FedEx & USPS shipping & delivery. Set up and break down Events/Promotions.

I was your girl Friday.

If you think of it.

I executed it for you.

LONZA/Arch Chemicals

02/2011 - 05/2018 Brand Ambassador

Fresno, CA

138 Territory Accounts Mid California Pool Chemicals

Walmart, Ace Hardware, True Value

Demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. Open stores for season with new set and inventory of shipment. Building the MOD, setting tags, Schematic integrity, sell in displays, setting store goals for the season.

Order/Inventory/Training District Stores (5) Directing customers to proper chemical usage and resources that can be used from home computer/smart phone.

End of season BOXUP, Reduce MOD size and ship OVERSTOCK items, CHEMICAL/HAZMAT RETURNS

Starbucks

04/2007 - 12/2010 Shift Supervisor/Opener Reno, NV

Daily Shift Supervisor opener

Set up tills & opening routine for customer service at 5 AM.

Order store stock & receive/check in loads break down.

Make product and fill sales floor for staff.

Pull drops & fill out drop.

Weekly deposit & Bank deposit, weekly tips accounting & disperse

Store season change over. Execute assigned POS in schematic positioning before designated

Train new staff for handcrafted beverage following recipe.

Safely training, Proper Food handling procedures.

Scheduling integrity, breaks, lunches, shift start/end times

Handling any issues that may arise during work hours.

Education and Training

McLane High School Fresno, CA High School Diploma General High School Curriculum

Occupational Licenses & Certificates

Core Masters Kraft Foods-Nabisco 06/2006 12/2048

Honors & Activities

Top Sales Representative 2003, 2004, 2005, 2006

Goal 1.5 Million in Sales

118% completion