

# Terae Gamble

Newark, NJ 07108

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Seeking to attain an entry level position with challenging responsibilities and the potential for advancement.

Willing to relocate: Anywhere

## Work Experience

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### **Van Driver/Helper**

iii solutions inc. - New York, NY

January 2016 to Present

- \*Picking up and Delivering Necessary Parts, Tools, and Materials for Various Jobs
- \*Helping with In-Home Installations and Various Other Jobs
- \*Loading and Unloading Work Truck

### **Line Cook**

Olive Garden - Jacksonville, FL

April 2023 to August 2023

I worked all the stations on the line Appetizers, Grill, Saute' and Assembly.

### **Warehouse Associate**

Amazon - Edison, NJ

October 2018 to March 2019

- \*Stowing product
- \*Unloading Incoming Trucks
- \*Various Other Warehouse work

### **Field Rep**

M-Power Direct - Newark, NJ

June 2018 to October 2018

- \*Direct Sales/Marketing
- \*Meeting Weekly Quota
- \*Door to Door Customer Service

### **Mailroom Clerk**

Canon - Berkeley Heights, NJ

October 2016 to February 2018

- \*Checking in packages for all AIG employees
- \*Delivering and picking up mail/packages
- \*Managing UPS packages being sent out
- \*Stocking paper in each office floor

\*Faxing, Filing, and other clerical duties

### **Warehouse Manager/Clerical**

Value City Furniture, Greenbrook, NJ

March 2015 to October 2016

- \*Keeping track of Store Inventory
- \*Checking in Truck Transfers
- \*In charge of customer pick-ups/carry-outs
- \*Repairing store merchandise
- \*Maintaining Store Layout/Store Pricing and Tagging
- \*Receiving Retail Orders/Customer Transactions
- \*A variety of other Office-Related Duties

### **Cashier/Swap Manager Assistant**

Madison Honda - Madison, NJ

April 2014 to February 2015

- \*Responsible for Dealership's Vehicle Inventory
- \*Receiving Retail Orders/Customer Transactions
- \*Keeps records of Transactions made in Dealership
- \*Assisting Swap Manager with Key Organization
- \*Provide Customers with License Plates, and Registration when documents are prepared
- \*A variety of other Office - Related Duties

### **File Organizer/Scanner**

The DRS Group - Springfield, NJ

September 2013 to February 2015

- \*Prepares and Organizes files to be scanned and converted to disc files
- \*Scans files to be converted to disc and saved in company database
- \*Works closely with supervisor to guarantee accuracy

### **Front Desk Administrator**

THE YMCA - Summit, NJ

April 2008 to March 2012

- \*Signing persons in/out of building
- \*Monthly log of attendance
- \*Issues, collects and files all paperwork used for registering members
- \*Works closely with Director to record & file all documents related to bldg usage

### **Game Manager**

BLOCKBUSTER - New Providence, NJ

October 2005 to February 2008

- \*Customer Service Representative
- \*Cashier
- \*Maintain Game Section of Store
- \*Game Inventory
- \*Sale Programs

## **Shadowed the Oncology Sales Specialist**

NOVARTIS PHARMACEUTICALS - East Hanover, NJ

April 2005 to 2006

East Hanover, NJ April 04,05,06

Participant - Corporate Mentoring Program

The Summit Area YMCA & Novartis collaborated to create a program called, The Corporate Mentoring Program. It is a rigorous professional readiness program designed to expose minority high school students to the corporate sector.

Collaborated in the development of mock marketing campaigns illustrating the high incidence of hypertension afflicting the African American population

Devised a marketing plan to promote existing hypertension drug treatments, attract and retain African American consumers and exploit identified marketplace opportunities to enhance the Novartis Brand to Senior Management

Shadowed the Oncology Sales Specialist as he presented the benefits of breakthrough Cancer treatments to doctors and other medical staff

Provided administrative support including word processing and filing for the Associate Director / Senior CRP Lab Manager

## **Education**

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### **Liberal Arts**

KEAN UNIVERSITY - Union, NJ

September 2008 to April 2009

### **Associates in Psychology in Psychology**

UNION COUNTY COLLEGE - Cranford, NJ

September 2006 to April 2008

## **High school diploma or GED**

## **Skills**

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- Direct Sales
- Pricing
- Word Processing
- Load & Unload
- Warehouse Supervisor Experience
- Door-to-Door Experience
- Logistics
- Van Driver
- Driving
- Inventory Control
- Retail management
- Restaurant experience
- Supervising experience

- Warehouse distribution
- Data analysis skills
- Box truck
- Shipping & receiving
- Lawson
- Merchandising
- Delivery Driver Experience
- Upselling