

# Lisamarie Mezey

Stock Clerk

## Profile

I have gained extensive experience working as a stock clerk for the past 3 years. My responsibilities include receiving, verifying and stocking inventory items. I am also responsible for conducting regular cycle counts to ensure accuracy of inventory levels and maintain organization within the warehouse. Additionally, I assist in other areas of warehousing when needed such as order picking or packing orders for shipment. Above all, I pride myself on being able to work independently with little supervision while still adhering to company policies and procedures.

## Employment History

### Stock Clerk at Walmart – Pennsylvania

Mar 2022 - Present

- Arranged and replenished merchandise on store shelves according to company standards.
- Maintained tidiness throughout the sales floor and back areas by sweeping, dusting, etc. on a regular basis.
- Acted as keyholder when needed; responsible for opening/closing duties such as setting alarms and locking doors at night.
- Managed returns of damaged or defective goods promptly and efficiently per company guidelines.
- Assisted customers with locating desired items upon request while providing excellent customer service skills.
- Processed an average of 30+ transactions daily during high-traffic shopping periods such as holidays and weekends.

### Inventory Control Specialist at Target – Minnesota

Aug 2019 - Feb 2022

- Served as Stock Clerk for 4 years.
- Monitored stock levels and reported when supplies were low.
- Maintained cleanliness of storage area and ensured that it was free of hazards.
- Loaded and unloaded trucks with inventory.
- Tracked incoming and outgoing shipments using computerized system.
- Picked orders for customers and prepared them for shipping.

## Certificates

### OSHA (Occupational Safety and Health Administration) certification

Sep 2020

### First Aid

May 2019

### CPR (Cardiopulmonary Resuscitation)

Apr 2018

✉ [lisamarie.mezey@gmail.com](mailto:lisamarie.mezey@gmail.com)

☎ 269-619-8479

📍 519 Roxboro Place Northwest,  
Washington, DC 20011

## Education

### High school Diploma at California High School, Davis, CA

Aug 2014 - May 2019

I gained technical skills in writing, communication, and organization.

## Links

[linkedin.com/in/lisamariemezey](https://www.linkedin.com/in/lisamariemezey)

## Skills

Organizational skills

Communication skills

Time management skills

Interpersonal skills

Math proficiency

Basic computer literacy

Familiarity with product stocking procedures

## Languages

English

Mandarin