Michelle Lach

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**Professional Summary**

Dedicated individual eager in fulfilling the role of increased responsibility to add value to a dynamic workplace. Aspirations include being highly organized, self-efficient, providing a great and positive delivery of customer service, with the competence of encountering new challenges. Excellent multi-tasker and communicator with the flexibility to work as a team.

**Quality Skills**

* A willingness to learn, reliability to adapt, and delegate tasks.
* Organized and time efficient.
* Enthusiastic with a welcoming attitude.
* Interactive and ready to assist concerns.
* Accustomed to working in groups and applying teamwork.
* Responsible for daily cash conciliation, counting, and balance.

**Education**

High School Diploma – Polytechnic High School Long Beach, CA 2012

**Work Experience**

Cashier **–** Food4Less Long Beach CA

* Deliver a fast, friendly, and professional checkout experience.
* Scan and bag items accurately and efficiently.
* Manage a cash register, payments, and exchanges.
* Help maintain a clean and safe work environment.

Phone Receptionist – Rainbow Mealworms Compton, CA

* Answered incoming calls on time and took note of/messages if necessary.
* Directed clients with the status of purchased orders online.
* Responded to direct questions about store merchandise distribution and current promotions.

Warehouse Coordinator – Amazon Long Beach, CA

* Responsible for overall production of planning for all lines of businesses to include detailed analysis of order profiles, work orders, and systemic downloads.
* Proactively assigned orders to the precise department daily with continuous interaction with all personnel and forecast planning.
* Conduct review of all transactions and monitor all inventory stock.
* Identify any discrepancies that may have incurred to drive continuous business improvement.
* Coordinate and follow up with department members to ensure all pending and submitted work orders are addressed appropriately.