

# Jordan M. Reynolds

Retail Stock Associate

## CONTACT

(312) 555-7190

jordan.reynolds@email.com

Chicago, IL

## EDUCATION

### High School Diploma

Lincoln Park High School | Chicago, IL  
| 2018

### Certifications

- OSHA Retail Safety Certificate – Issued 2022
- Customer Service Basics – LinkedIn Learning, 2021

### Additional Information

Volunteer organizer for local food pantry inventory drives

## LANGUAGES

- Fluent in Spanish

## PROFESSIONAL SUMMARY

Detail-oriented and energetic stock associate with experience in retail environments. Skilled in shelf restocking, merchandise organization, and backroom coordination. Known for maintaining accurate inventory and working efficiently during peak hours in fast-paced stores.

## EXPERIENCE

### Retail Stock Associate

2021 - Now

#### Target, Chicago, IL

- Replenish high-demand products daily and ensure timely rotation of perishable goods to support store freshness and availability goals.
- Collaborate with floor team to identify low-stock zones, pulling items from backstock and staging them for quick restocking during operating hours.
- Assist in organizing promotional displays and seasonal resets, using planograms to maintain corporate merchandising guidelines.
- Contribute to quarterly inventory audits by verifying SKUs and reporting discrepancies, helping reduce shrink by 15%.

### Sales Floor Associate

2019 - 2021

#### Ross Dress for Less, Cicero, IL

- Supported general stocking and shelf organization throughout multiple departments, ensuring clean, well-maintained aisles that improved shopper experience.
- Participated in nightly recovery efforts to restock misplaced or returned items and prepared the sales floor for the following day.
- Communicated with customers to locate specific merchandise and answered product availability inquiries in a friendly, efficient manner.
- Helped with backroom organization by sorting incoming shipments and labeling inventory for faster access.

## SKILLS

Inventory management



Visual merchandising



Restocking



Customer service



Product labeling



POS support



