

Backroom Associate

Marcus Ortega

Professional summary

Reliable and detail-oriented retail backroom associate with experience in managing inventory, preparing merchandise, and optimizing warehouse operations. Adept at ensuring stock availability and maintaining a clean, organized environment.

Experience

Backroom Associate

June 2021 - Now

Target / Queens, NY

- Coordinate the timely unloading and precise organization of daily deliveries, maintaining efficient product flow from the stockroom to the sales floor.
- Restructure the storage layout based on sales data and item popularity, significantly improving access and restocking efficiency during peak hours.
- Perform cycle counts and collaborate with team members to quickly identify and resolve inventory discrepancies, improving count accuracy by 25%.
- Partner with visual merchandisers to prepare and stage weekly floor sets, ensuring timely execution of promotional rollouts and seasonal resets.

Stock Associate

March 2019 - May 2021

Old Navy / Bronx, NY

- Processed shipment deliveries by verifying contents, reporting damages, and tagging items for stockroom placement and future floor replenishment.
- Operated pallet jacks and handheld inventory scanners to maintain optimal stockroom organization and quick product retrieval.
- Assisted the sales team by rapidly restocking top-selling items and monitoring displays to support consistent product availability.
- Ensured adherence to safety standards while lifting and storing inventory, contributing to a zero-incident workplace environment.

Volunteer Work

New York Cares Coat Drive

New York, NY

Organized storage for thousands of donated items and streamlined the distribution process for shelters across the five boroughs.

 (347) 777-8122

 marcus.ortega@email.com

Education

OSHA Forklift Certification

June 2021

First Aid and CPR Certified

March 2020

Skills

Inventory management	◆◆◆◆◆
Stock replenishment	◆◆◆◆◆
Shipping and receiving	◆◆◆◆◆
Product labeling	◆◆◆◆◆
Safety protocols	◆◆◆◆◆
Heavy lifting	◆◆◆◆◆
Stock rotation	◆◆◆◆◆
Teamwork and collaboration	◆◆◆◆◆
Data entry	◆◆◆◆◆
Forklift operation	◆◆◆◆◆
Cycle counting	◆◆◆◆◆
Communication	◆◆◆◆◆
Organization	◆◆◆◆◆