



Gemma Tan

Stocker

Stocker with 2 years of experience in receiving, shelf replenishment, and inventory verification across retail and wholesale environments. Maintained a 98.08% accuracy rate on incoming vendor shipments and fulfilled internal department requisitions at a 97.67% order accuracy rate, applying FIFO rotation, barcode scanning, and pallet jack operation throughout daily workflows.

CONTACT INFORMATION

(715) 555-0118

gemma.tan@example.com

Marshfield, WI 12345

KEY SKILLS

- FIFO Rotation
- Pallet Jack Operation
- Barcode Scanner
- OSHA Safety Regulations
- Microsoft Excel
- Shelf Replenishment
- Receiving Dock Procedures
- Food Safety and Sanitation
- PPE Compliance
- Price Labeling

PROFESSIONAL EXPERIENCE

2025 - Present

Stocker | Rib Mountain Provisions LLC, Wausau, WI

- Earned a safety procedure compliance score of 97.57 out of 100 on quarterly internal safety audits by completing daily PPE checks and maintaining clear aisle paths.
- Unloaded 7 shipments per shift using a pallet jack, moving an average of 184 cases per delivery to designated staging zones within 35 minutes each.
- Verified order accuracy on incoming vendor shipments, maintaining a 98.08% accuracy rate across 52 weekly purchase orders.
- Answered customer questions on merchandise location and product details, assisting an average of 26 shoppers per 8-hour shift.

2024 - 2025

Stocking Associate | Pine Bluff General Store, Marshfield, WI

- Unloaded 4 shipments per shift from delivery trucks, sorting cartons by department and scanning each item with a barcode scanner in under 40 minutes per truck.
- Applied identification tags and price stamps to incoming stock, labeling an average of 310 items per shift with zero mislabel flags over 8 months.
- Distributed supplies and parts to 3 departments based on incoming requisitions, fulfilling 84 of 86 internal requests per week for a 97.67% order accuracy rate.

EDUCATION

Associate Degree, Business Management

Northcentral Technical College, Wausau, WI | 2022 - 2024