

# MITCHELL BLACK

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1424 OLD CENTERVILLE TURNPIKE CHESAPEAKE VA 23322

## Profile

Seeking a challenging position with a progressive organization, which will fully utilize my acquired skills, expertise, and experience in a customer service, related field.

## Education & Career Development Coursework

AS Social Sciences

BS/MS English (Candidate for Graduation)

Tidewater Community College • 2010

Old Dominion University • 2013

Microsoft Operating Systems including Microsoft Office Products: Excel, Word, and PowerPoint

Apple Operating Systems

## Experience Summary

Crew Chief • August 2011 – Current

Farm Fresh Grocery

Chesapeake, VA

Over the past three years I have been employed by Farm Fresh Grocery in the Grocery Stocking Department where I have excelled at completing all required tasking on or ahead of schedule. Reporting to the Grocery Manager, I have assumed additional responsibilities over this time resulting in my promotion to Assistant Crew Chief and most recently Crew Chief.

- Excel in multiple facets of the Stocking Department as a knowledgeable team member
- Demonstrate strong teamwork skills by completing tasks outside of job description
- Received numerous compliments by upper management for outstanding job accomplishments specifically during holiday peak seasons (Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day) and during severe weather conditions (snow storms, hurricanes, and tropical storms)
- Supervise a Stock Crew responsible for:
  - Unloading tractor trailer deliveries of all grocery items
  - Breaking down and sorting palletized freight for stocking on shelves
  - Putting-Away all Grocery items on shelves and displays
  - Checking and Rotating stock to ensure First-In-First-Out (FIFO) Inventory
  - Front store promptly and effectively to ensure product labeling is visible
  - Break down and recycle all cardboard containers/boxes in compactor/bailer
- Responsible for closing and alarming store when shift runs past normal closing time
- Responsible for ordering grocery deliveries and scanning out of stocks
- Set-up store displays for promotional products
- Support other departments as needed to accomplish store wide taking

Assistant Crew Chief • May 2011 – August 2011

Farm Fresh Grocery

Chesapeake, VA

Stocker • August 2008 – May 2011

Farm Fresh Grocery

Chesapeake, VA