

KERRI LYN MOONEY

2063 E Hagert Street / Philadelphia, PA 19125
(267) 325-8779 • kerrilyn.mooney@gmail.com

EDUCATION

Temple University Earned B.A. in History/
Women's Studies, 2015

John W. Hallahan Received diploma, 2011
High School

SKILLS

10+ years customer service 5+ years administrative
experience

4+ years experience with 10+ years years
cash registers and point of experience with
sales systems Microsoft Office Suite
and iWorks Suite

WORK EXPERIENCE

World of Animals
July 2018 - present

VETERINARY RECEPTIONIST

- Performing general administrative and clerical duties including data entry, scheduling, and customer service
- Handling and appropriately filing confidential medical files for patients
- Collecting client fees, posting and recording payments in Infinity program, running end of day transactions
- Performing various other clerical duties, such as mailings, cleaning, opening and closing practice, typing memos and reports

RevZilla
Feb 2018 - July 2018

RETURNS INSPECTOR

- Used problem solving and analytical skills to properly evaluate, inspect, and recondition returned items for restock
- Gained thorough knowledge of fulfillment center functions; pallet jack use, cardboard baler use, returns/exchanges, and inbound and outbound operations
- Frequent heavy lifting of 50+ pounds

Apple
Aug 2017 - Feb 2018

OPERATIONS SPECIALIST

- Managed distribution of product from inventory room to sales floor
- Shipped and received sellable goods and service parts where necessary
- Utilized organizational and evaluation skills to properly store and make available ever-changing sales and repair product
- Frequent heavy lifting of 50+ pounds
- Performed daily, in-depth inventory counts

Apple
Feb 2016 - Aug 2017

VISUALS LEAD

- Lead/educated a small team on visual merchandising standards of the store
- Troubleshot technological problems on demo products and repaired them if needed
- Ensured all demo products (iPhones, MacBooks, etc.) were in working order and up to visual standards
- Performed multiple administrative tasks in iWorks Suite

Apple
June 2015 - Feb 2016

SPECIALIST

- Paired customers with the proper products for their personal and/or business needs
- Provided simple technological solutions for customers

Temple University
April 2013 - Aug 2015

EXAM PROCTOR

- Delivered classified documents to the University's testing center
- Ensured fair and accurate testing conditions for students sitting for LSATs, GREs, SATs, and ACTs

Temple University
Feb 2013 - Aug 2015

OFFICE ASSISTANT

- Manipulated various types of documents and data using Microsoft Excel
- Answered and transferred incoming calls on a multi-line phone system
- Printed, copied, and scanned documents to be hand-delivered to other offices
- Did monthly reviews of office supply inventory to maintain optimal stock levels