

Renetta Henderson

1080 Newton Place
Brentwood Bay, BC
V8M1G3
250-516-5409
renetta@shaw.ca

OBJECTIVE

To obtain the position of Service Coordinator with Redline Glass

SKILLS PROFILE

- Excellent verbal and written communication
- Works well with a team or independently
- Proficient with Microsoft Office programs including Excel
- Knowledgeable in a variety of software programs including; SAP, SharePoint, Quick Books and BW.
- Organized and detail oriented
- Superb problem solving, mathematical and decision making skills
- Understands, acknowledges and adheres to all confidentiality practices and procedures

EMPLOYMENT HISTORY

Benson Industries – Purchasing and Inventory, Manager

March 2018 – Current

- Monitors regular and special project inventory
- Sources product for purchases
- Ensures stock arrives on time for projects and investigates any outages
- Created and now maintains an inventory /receiving process
- Creates and maintains budget and inventory spreadsheets for projects
- Assists production manager as necessary

Thrifty Foods – Category Management, Assistant

January 2015 – March 2018

- Created and maintained grocery documents for category team
- Ran BW Sales reports, monitored budgets, margins and sales, investigated outages
- Sent out contract requests to vendors
- Created New Listings and followed up with vendors
- Reviewed ads and flyers before going to print
- Participated in vendor meetings and negotiations
- Uploaded and retrieved data within SAP
- Product selection, pricing and inventory management
- Worked with retail pricing department to sort out pricing issues or changes
- Created and maintains on-boarding training manuals

Thrifty Foods – Loss Prevention, IT Assistant

March 2012 – December 2014

- Maintained door access codes and controls for all Thrifty Foods stores, offices and warehouses
- Acted as the support for all locations to ensure proper access requirements were met
- Worked with store managers to make sure door setups for each store were accurate and when necessary found solutions to correct any problems
- Implemented door access procedures, setups, alarm silencing and floor log systems for all new builds
- Created and maintained employee profiles using Hirsch Velocity Software
- Reviewed and investigated CCTV incidents using Vigil Client Software
- Communicated with surveillance monitoring companies to ensure proper maintenance of systems and retrieved proper alarm documents associated with audits
- Entered Loss Prevention stats into the Perspective software data base
- Created and maintained the SharePoint site for Loss Prevention
- Prepared audit documentation for management
- Maintained and submitted timesheets to payroll
- Coordinated the Employee Awareness Program

Saanich Peninsula Hospital – Nursing Unit Assistant**January 2013 – June 2014**

- Prioritized, processed, coordinated and transcribed physicians' orders and performed necessary follow up actions
- Assembled and maintained patient charts, updated patient data and transcribed information into relevant systems such as MARS, Kardex, charts or electronic health record systems
- Performed related clerical duties such as keyboarding, data entry, filing, preparing and maintaining statistics such as the daily census

Vincent Van Designs/Bear Hill Studios**September 2007-September 2011**

- Operated the business while the owner was away
- Business interactions with clients including taking orders, billing and follow ups
- Received, processed and shipped orders
- Processed invoices and received payments
- Hand painted ornaments
- Production assembly

Victorian Epicure**March 2009 – August 2009**

- Production Team Member
- Filled jars with spices
- Quality Assurance
- Operated machinery

Tim Hortons – Duncan**March 2006-August 2007**

- Served restaurant patrons and provided excellent customer service
- Operated the cash register, counted floats and balanced tills
- General food preparation, including baking and sandwich prep

EDUCATION AND COURSES

Diploma
Eco-Adventure Tourism
How to Start a Small Business
Food Safe Certificate
Medical Terminology –96%
Skillsoft Managerial Courses

1996 Victoria High School
1998 Camosun College
1999 Camosun College
2010 VIHA
2012 Camosun College
2013 Thrifty Courses

REFERENCES

Stephanie Radic – Investigation Manager, BC Liquor Board

Phone: 1-604-816-1573

Andrew Betts – Purchasing and Finance Manager, PSC Natural Foods

Phone: 250-516-4548

SUMMARY

I'm a very conscientious, responsible, trustworthy and willing individual who quickly learns all requirements of a position undertaken. I always work to my fullest ability and potential, I'm self motivated, and I'm a positive and cheerful person. Most importantly, I see all challenges as opportunities for growth, improvement and change.