

MICHAEL COOK

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Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Designer/Developer

Cook Designs - Claremont, CA

March 2020 to Present

Basic Description:

Design and create websites for clients according to their specifications, mostly through WordPress and update any prior issues they had with already existing websites. Help set up more successful SEO on their site as well as help with marketing.

Warehouse Lead/Supervisor

Ecoobuy - La Verne, CA

September 2019 to March 2020

Basic Description:

Maintain Warehouse including doing any maintenance and cleaning procedures, and enforce procedures for proper pulling of orders, updating and maintain Inventory, inspecting items to insure no damages.

Details:

- Pull and confirm accurate orders
- Pack Shipments safely and securely to make sure no damages occur in transit.
- Confirm delivery of shipments.
- Load and Unload shipments from trucks using a forklift.
- Created and Maintain inventory system using excel.
- Created and Maintain order pulling process.
- Maintain and replenish warehouse supplies.

Warehouse Shipping and Receiving

FASHION CITY INTL - La Verne, CA

December 2017 to September 2019

- Primarily responsible for the check in and receiving of inbound shipments.
- The quality control of the shipments and inspecting for damages.
- Checking the count quantity and making sure it is accurate.
- Responsible for fulfilling outbound orders and making sure the correct quantity is being fulfilled. - Correctly filling pallets to height and weight specifications to be shipped.

- Keeping inventory of stored product.
- Recording all information of all products.

Market & Backroom Team Member

TARGET

July 2006 to December 2017

- Maintain cleanliness and maintenance of the backroom freezer and coolers.
- Fulfill orders in the system to be stocked to the floor.
- Partner with vendors to properly handle and place product in the coolers.
- Train team members the proper functions and expectations of the backroom and market areas. - Fulfill online orders for customers.
- Help customers with any needs and questions they have.

Warehouse Freezer Associate

TROPICALE FOODS

September 2016 to August 2017

- Maintain inventory and fulfillment of orders.
- Lead team in completing nightly quotas of orders.
- Build pallets and label them correctly for shipping.
- Keep Freezer warehouse up to safety standards.



EDUCATION

Certificate in Web Design and Development

CAL POLY POMONA ONLINE ED2GO PROGRAM

August 2019 to July 2020

High school diploma or GED

Yucca Valley High School - Yucca Valley, CA

August 2001 to May 2005



SKILLS

- **Customer Service**
- **Leadership**
- **Inventory**
- **Quality Control**
- **Forklift**
- **Order Fulfillment**
- **Microsoft Office**
- **Shipping & Recieving**
- **Code Editor(Sublime Text/Visual Studio Code)**
- **HTML**

- SQL
- Photoshop
- Gimp
- Digital Marketing
- CSS
- Bootstrap
- Github
- CMS(WordPress/Weebly)
- PHP
- JavaScript
- Mobile/Responsive Design
- jQuery
- SEM
- React
- XML
- Social Media
- Content Creation
- SEO
- MySQL
- Node.js
- Web Development
- SEM
- Digital Marketing
- Front-End Development



LINKS

<https://cook-designs.com>



ASSESSMENTS

Graphic Design — Proficient

June 2020

Using graphic design techniques and producing visual media to communicate concepts.

Full results: [Proficient](#)

Software Developer Fit — Familiar

June 2020

Measures the traits that are important for successful software developers.

Full results: [Familiar](#)

Written Communication — Expert

November 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Expert](#)

Verbal Communication — Proficient

November 2018

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Proficient](#)

Search Engine Optimization — Highly Proficient

July 2020

Interpreting online website performance metrics and understanding search engine optimization tactics.

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Completed

August 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

Problem Solving — Familiar

May 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: [Familiar](#)

Technical Support — Completed

July 2020

Performing software, hardware, and network operations.

Full results: [Completed](#)

Typing — Proficient

July 2020

Transcribing text using a standard keyboard.

Full results: [Proficient](#)

Data Entry: Attention to Detail — Highly Proficient

July 2020

Maintaining data integrity by detecting errors.

Full results: [Highly Proficient](#)

Call Center Customer Service — Highly Proficient

May 2019

Measures a candidate's ability to demonstrate customer service skills in a call center setting.

Full results: [Highly Proficient](#)

Logic & Critical Thinking — Highly Proficient

June 2020

Using logic to solve problems.

Full results: [Highly Proficient](#)

Delivery Driver — Proficient

June 2019

Interpreting instructions, reading maps, and solving problems.

Full results: [Proficient](#)

Warehouse Associate — Proficient

April 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Proficient](#)

Attention to Detail — Highly Proficient

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Workplace Safety — Familiar

April 2020

Using safe practices at work.

Full results: [Familiar](#)

Customer Service — Familiar

August 2020

Identifying and resolving common customer issues.

Full results: [Familiar](#)

Data Entry: Accuracy — Highly Proficient

July 2020

Entering data quickly and accurately.

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

September 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Marketing — Highly Proficient

August 2020

Understanding a target audience and how to best communicate with them.

Full results: [Highly Proficient](#)

Work Style: Conscientiousness — Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.