

Austin Dorrier

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Professional Summary

Motivated and dependable professional with experience in management, warehouse operations, and administrative data entry. Skilled at leading teams, coordinating shipping and receiving, managing inventory, and maintaining accurate records. Currently expanding technical expertise through HVAC training. Known for strong work ethic, efficiency, and commitment to delivering results.

Professional Experience

Manager | Ronnie's Beverage Warehouse – July 2024 to Present

- Direct day-to-day store operations to ensure smooth and efficient workflows.
- Manage product ordering, stocking, and inventory control to meet sales goals.
- Lead and support staff through task delegation, training, and problem solving.
- Deliver high-quality customer service while maintaining an organized work environment.

Data Entry Specialist | New Generation Group LLC – August 2023 to July 2024

- Entered, updated, and maintained client and company records with high accuracy.
- Processed applications and documents related to energy savings programs.
- Ensured data integrity by verifying information and resolving discrepancies.
- Supported administrative processes to improve office efficiency.

Warehouse Associate | Motion Industries – March 2018 to August 2023

- Handled shipping and receiving tasks, including preparing, verifying, and organizing orders.
- Safely loaded and unloaded multiple pallets daily in a fast-paced environment.
- Maintained accurate inventory records and supported efficient warehouse operations.
- Ensured compliance with safety standards and proper handling procedures.

Education

Harford Community College – HVAC Program (Enrolled, In Progress)

North Harford High School – Diploma, 2017

Skills

- Retail & Inventory Management
- Shipping & Receiving Logistics
- Leadership & Team Coordination
- Customer Service & Communication
- Data Entry & Administrative Support
- Workflow & Time Management
- HVAC Training (In Progress)