

# SAMUEL TAGOE

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Motivated and detail-oriented professional with over 2 years of experience in warehouse operations and accounting, complemented by a strong background in media production and IT support. I am skilled in inventory control, shipping logistics, and software applications to streamline operations. Known for reliability, teamwork, and commitment to maintaining high safety and efficiency standards.

## WORK EXPERIENCE

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### Warehouse Clerk | Lush Cosmetics, Toronto, ON

09/2025 – Present

- Handled daily receiving and sorting of Lush products, ensuring accurate placement by product type, batch number, and expiry date.
- Prepared and packed customer orders with attention to eco-friendly standards and product presentation.
- Conducted product quality checks and flagged damaged or mislabeled items to supervisors for immediate resolution.
- Maintained a clean and organized stock area in compliance with Lush's health, safety, and sustainability protocols.

### Warehouse Clerk & Shipping Officer | Imperial Health Science, Ghana

08/2022 – 08/2024

- Processed over 1,000 stock entries monthly using warehouse management systems
- Coordinated packing, tagging, and loading of 50+ daily orders based on customer specifications
- Issued and tracked 100+ waybills weekly, ensuring accurate delivery documentation
- Maintained FIFO inventory rotation and upheld cleanliness across 10,000+ sq ft warehouse space

### Sound Intern | XYZ Broadcasting Limited, Ghana

09/2022 - 08/2024

- Operated and maintained sound equipment for 200+ live and recorded broadcasts
- Collaborated with production teams to meet technical requirements under tight deadlines
- Edited and optimized audio files using digital tools, enhancing output quality
- Diagnosed and resolved sound issues, reducing downtime during live events

### TV Production Intern | Active TV, Ghana

07/2021 - 12/2021

- Edited and scheduled over 100 hours of video content for weekly programming
- Designed promotional graphics for 20+ shows, improving viewer engagement
- Directed and supported live productions with teams of 5–10 crew members
- Synchronized audio and visual elements to meet broadcast standards

### Sales Rep / Production Assistant | KFM TV, Ghana

01/2017 - 01/2020

- Sold advertising packages to 50+ clients, generating consistent monthly revenue
- Assisted in production setup and breakdown for 100+ media shoots
- Coordinated with cross-functional teams to meet tight production schedules
- Managed promotional content and client follow-ups to maintain long-term relationships

EDUCATION

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<b>Tv And Film Production</b>   Multimedia Institute of Ghana MIG, Ghana	2021
<b>Food Handler Certificate</b>   Foodprep Inc, Toronto, ON	2024
Forklift Operator certificate   Maruti Forklift	2025

SKILLS

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- Inventory Management & Stock Taking
- Shipping & Receiving Logistics
- FIFO (First in First Out) Practices
- RF Scanners & Warehouse Software
- Team Coordination & Customer Service
- Product Tagging, Packing & Loading
- Ability to operate counterbalance
- Ability to operate narrow aisle reach
- Ability to operate walkie pallet / low lift
- Ability to operate order picker
- Ability to operate Dock stocker