ALEX UNUSYAN

Los Angeles, CA | 818-279-1388 | unusyanalex@gmail.com

PROFESSIONAL SUMMARY

Reliable and adaptable professional with experience in high-volume order fulfillment, front-desk customer service, and independent construction and remodeling projects. Shipped approximately 80–140 orders daily, handled customer calls and payments, and worked on on-call renovation assignments. Speaks English and Armenian; open to full-time or part-time opportunities.

WORK EXPERIENCE

Fulfillment Associate | Buy Outlet

Los Angeles, CA • September 2025 – Present

- Picked, packed, and shipped approximately 80–140 orders daily while maintaining accuracy and meeting shipping deadlines.
- Processed orders and printed shipping labels using Veeqo and thermal label printers.
- Verified order details and prepared clothing merchandise for secure, accurate delivery.
- Organized shipments and maintained an efficient work area during busy fulfillment periods.

Customer Service Representative | Phantom Cleaners

Las Vegas, NV • 2021 – 2022 (1 year)

- Provided front-desk customer service, greeting customers and assisting with questions and service requests.
- Answered incoming phone calls, communicated service information, and addressed customer inquiries.
- Handled customer payments and helped keep front-counter transactions organized.

Construction & Remodeling Assistant | Independent / On-Call Projects

5 months total • Independently arranged, on-call projects

- Assisted with hands-on construction and remodeling projects arranged independently on an as-needed basis.
- Provided general labor and support for different project tasks as needed.

CORE SKILLS

Order Fulfillment • Picking & Packing • Shipping Labels • Veeqo • Order Accuracy

Front-Desk Customer Service • Phone Support • Payment Handling

Construction & Remodeling Support • General Labor • English & Armenian