

Steven Adams

Parcel Assistant/equipment operator

Belleville, MI

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Seeking a position that will challenge me and allow me to further my career development.

WORK EXPERIENCE

Parcel Assistant/equipment operator

Fed Ex - Belleville, MI - November 2012 to January 2014

Load/Unload trucks

- Scan packages with PAL scanners
- Operated yard switcher and industrial trucks.
- Tagged designated pallets with shipping information.
- Trained new employees
- Moved loaded trailers to designated yard location.

Crew member/Manager in Training

Taco Bell - Belleville, MI - April 2011 to April 2011

Cashed out customers orders in a fast and accurate manner

- Conducted inventory counts
- Deployed team members to positions for their shift
- Conducted safe audits/cash drawer audits
- Answered incoming phone calls, helped solve customer problems.

Cleaner/Supervisor

Sparkle and Shine Cleaning Co - Belleville, MI - January 2010 to April 2011

Set cleaning schedules.

- Purchased company cleaning supplies.
- Prepared invoices using Microsoft excel/ accurately type 35 words per minute

EDUCATION

Certificate in Accounting

Wayne County Community College - Belleville, MI

SKILLS

Hi/lo certified, Yard Switcher certified