

AP

ANTHONY PLESS

OBJECTIVE

Current college student pursuing a degree in business administration with a focus in entrepreneurship. Accomplished and energetic with a solid history in customer service, team management, and automotive/ industrial technologies. Areas of expertise include excellent written and verbal communication skills, establishing client rapport, team/ project management, and automotive and assembly technologies.

SKILLS

- Scheduling

EXPERIENCE

MATERIALS COORDINATOR • GESTAMP ALABAMA • MAY 2019- DECEMBER 2022

Responsible for operating forklift to load and unload materials and move them to and from storage areas, machines, loading docks, into trucks, and storage facilities. Processing BOL's (bill of lading) to and from vendors, and customers to ensure accurate delivery of all inbound and outbound shipments. Complete, maintain, submit, and update all documentation accurately using Microsoft office (word, excel, powerpoint, etc.) and SAP software. Coordinate with all relevant departments, vendors, and customers to ensure accurate delivery of all inbound and outbound shipments. Cycle counting and constantly maintaining accurate records of parts transactions, stock levels and coordinating with all relevant departments to ensure continuous production. Assisting in special projects across any relevant departments per management request.

SHIFT MANAGER • TACO BELL • AUGUST 2017 - DECEMBER 2019

Accurately run register reports and related functions in accordance with Cash Register Procedures, Cash Opening/Closing Procedures, and Cash Handling Policies. Receive, check in, and supervise storage of all food items and supplies; transmit related paperwork to Manager. Assist in the taking of the monthly physical inventory.



ANTHONY
PLESS404@GMAIL.COM



6786505544

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- Payroll
- Inventory
- Automotive assembly/maintenance
- Fork lift
- Loading/ Unloading
- Data entry
- Stock
- Quality inspection
- Critical thinking

ASSISTANT MANAGER • AUNTIE ANNE'S • JANUARY 2012 - DECEMBER 2015

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LOADER • UPS • JUNE 2009 - AUGUST 2010

Scan, load, and prepare all outbound packages into their designated trailer. Checking hazardous materials before allowing them to be loaded into ground and airline outbound travel.

EDUCATION

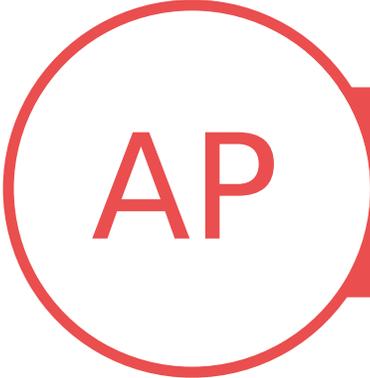
GED • 2008 • **TECHNICAL COLLEGE SYSTEM OF GA**



ANTHONYPLESS404
@GMAIL.COM



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DIPLOMA • 2010 • GEORGIA PIEDMONT TECHNICAL
COLLEGE
CERTIFIED ENGINE REPAIR & ENGINE PERFORMANCE

DIPLOMA • 2011 • DEKALB TECHNICAL COLLEGE
AUTOMOTIVE TECHNOLOGIES/ INDUSTRIAL TECHNOLOGIES

BACHELOR'S OF SCIENCE • 2016 - CURRENT • STILLMAN
COLLEGE
BUSINESS ADMINISTRATION



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