

Bronkeda Simmons
simmonsbronkeda@gmail.com
Mobile: (919)771-4856

Work Experience

Operating Supervisor

Fetch Package Delivery – Raleigh, NC (December 2022 to Present)

I am responsible for oversee employees. Ensuring floor operations runs effectively and assistant to meet the needs of the company and customers. Provide answers and solutions to customers and other support members. Report all shifts notes directly to the Warehouse and Operating Manager.

Inventory Supervisor

Pokemon – Durham, NC (April 2020 to December 2022)

I train new employees and oversee them throughout each shift. I ensure that all my teammates thoroughly understand their responsibilities and are capable of thoroughly and effectively completing their task. I am responsible for making sure inventory levels are correct throughout the warehouse. I updated our operating system to reflect the physical inventory of the building.

Shipping / Receiving Asst. Supervisor / Reach Truck Operator

BD FedEx - Four Oaks, NC (February 2015 to March 2020)

I am responsible for storing, packaging, moving and staging product in dock lanes for shipment. I also am responsible for keeping logs on product that is shipped and received in my department. I also am the last person ensure the quality of our products before they are loaded for shipment. I am responsible for answering incoming calls from our customers with any questions or concerns they may have. I also make phone calls to our customers to gain any additional information we need to ensure the accuracy of their order. After the orders have been shipped, I am responsible for following up with our customers to make sure there was not any discrepancies in the product, and they are pleased with their order.

Education

Diploma

Corinth Holders High School - Wendell, NC

August 2010 to June 2014

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Skills

Microsoft Office, POS, Cleaning, Microsoft Word, Excel, Team Building, Teaching, RF Scanner, Inventory Logs, Quality Control, ERP Module, WMS, Oracle, Manhattan Supply Chain

Certifications/Licenses

Sit/Stand Reach Truck Certified February 2018 to Present

Pallet Jack Certified February 2018 to Present

Double Pallet Jack Certified February 2018 to Present

Forklift Certified February 2018 to Present

Slip-sheet Certified February 2018 to Present