

DeCarlos Boykin

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To be the best person I know I can be, while working hard and learning all I can.

Work Experience

Trainer

Medline Industries - Romulus, MI

November 2019 to Present

Trainer of new and current employees for Quality control, inventory, MHE, Team building and leading, logistics and preparations, building and molding workers to be better and focused

Filler

Staffing - Livonia, MI

January 2017 to Present

Administration, management, warehouse, trainer, Hilo, accounting, sales, customer service,

Trainer

Dakkota Integrated System

August 2014 to April 2017

- Preparation of parts for delivery.
 - Quality control
 - Training of new and current employees
- Hilo certified. Replenishment. Truck loading and unloading

Passenger Service Assistant

Prospect Airline Services, Inc - Detroit, MI

March 2013 to April 2014

- Greeted elderly, disabled, and high profile passengers at airport entrance.
- Handled the passenger's luggage ranging up to 150 lbs.
- Transported passengers safely to flight gate destination in a timely fashion.
- Accommodated all needs of the passengers until their flight arrived.
- Stayed alert and observant of any potential security threats and risks to ensure safety of passengers.

Shipper/Receiver/Puller

Thrift Books, LLC - Brownstown, MI

March 2008 to August 2011

Scaled in all loads and check in trucks to confirm proper load and merchant numbers.

- Picked and packed all product orders for shipment.
- Accurately received and stocked inbound orders.

Shift Lead

Taco Bell - Taylor, MI

February 2005 to July 2008

- Trained and motivated 10+ new and old Team Members.
- Interacted with customers, and manage customer issues and concerns while maintaining the highest quality of products and services.
- Monitored all service equipment and supplies during shift ensuring efficiency and quality of service.
- Complied with cash, security, inventory and labor policies and procedures.
- Communicated openly and honestly with the Restaurant Management team.

Summer Youth Camp Counselor

Taco Bell - Taylor, MI

June 2005 to September 2005

- Worked on team to supervise and guide 30+ children ranging from ages 5-14.
- Planned, developed and coordinated recreation programs under adopted policies and procedures. Implemented rules and regulations to ensure safety precautions and procedures were followed.

Education

AAS in Accounting and Business

Independence University - Salt Lake City, UT

Skills

- AP (5 years)
- AR (5 years)
- BOOKKEEPING (5 years)
- CLOSING (5 years)
- HUMAN RESOURCES (5 years)
- Sales (2 years)
- Excel (5 years)
- Microsoft Office (5 years)
- Team Building (10+ years)
- Inventory (10+ years)
- Hi-Lo Experience
- Restaurant Management
- QuickBooks
- Accounts Receivable
- Microsoft Excel
- Supervising experience
- English
- Microsoft Powerpoint

Certifications and Licenses

Driver's License

First Aid Certification

CPR Certification

Food Handler Certification

Additional Information

Skills ● Management ● ● Assets/Liabilities

● Quick Books Teamwork/Building ● Quick learner

● AR/AP ● Bookkeeping ● Well under pressure

● Project starter ● Trainer ● Time management

● Shipping/Receiving ● Warehouse ● Well versed

● Human Resources ● Cycle counting ● Adaptable

● Payroll ● Supervisory ● Opening/Closing

● Tax prep books