

Genai Stevens

Customer Service Specialist, Operations Management, Inventory control, Shipping and Receiving

Philadelphia, PA 19151

genaistevens3rajf2_4cc@indeedemail.com

+1 484 513 0049

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving

Bomb Books - King of Prussia, PA

March 2022 to June 2022

- Receiving Product
- Checking product for damages
- Making the amount of product matches invoices
- Preparing product to ship
- Packaging, weighing and shipping product to customers.

Material Handler

Vitamin Energy - Wilmington, DE

November 2021 to February 2022

- Being punctual
- Effectively and safely operating on the production line
- Packaging Materials to send out to customers
- Counting inventory to ensure we met the quotas for the day.

Material Handler

Zenith Home Corp. - Wilmington, DE

May 2021 to October 2021

Being punctual

Effectively and safely operating electric pallet jack

Pulling orders in a timely safe and efficient manner

Analytical thinking

Properly communicating with team members and supervisors.

Safely meeting quotas everyday

Fulfillment Team Lead

Medical Guardian - Wilmington, DE

May 2017 to August 2019

- Inventory Control
- Coaching and Training of Team members
- Organizing and Tracking of incoming and outgoing products

- Processing Orders for Medical Alert Devices
- Communicating effectively with supervisors
- Motivating team members

Receiver

Performance Food Group - Elkton, MD

August 2013 to July 2016

Responsibilities

Receive freight, verify product in an accurate but timely manner. Communicate with supervisors and dock workers. Complete and file paper work.

RESTAURANT GENERAL MANAGER

Pizza Hut - Newark, DE

March 2010 to June 2013

Responsible for management of Pizza Hut restaurant. Duties included building sales, holding employees accountable and responsible, coaching and training employees, controlling inventory and cash, locate and keep accurate files, organize team meetings and networking with other businesses.

In-Stocks Team Member

Target - Newark, DE

August 2010 to January 2012

Duties included counting inventory, re-stocking shelves, assisting customers, setting Plano grams and pulling items from the warehouse.

Inventory Auditor

Staples - Newark, DE

May 2007 to August 2010

Duties included daily cycle counts, counting inventory, building and maintaining relationships with vendors, obtaining credits for damaged products from vendors, shipping and recovery, keeping account files, making timely reports, locating lost product, adjusting count of products to be accurate and assisting customers.

Key Holder/Lube Tech

Jiffy Lube - Newark, DE

December 2006 to May 2007

Opening and closing responsibilities. Duties included counting and controlling cash, counting and controlling inventory, managing three to six employees and changing oil.

Cashier/Stock Person

Happy Harry's - Wilmington, DE

2002 to December 2005

Duties included assisting customers, stocking shelves and organizing back room.

Education

High School Diploma in DERPS

Howard High School of Technology

Skills

- Attention to detail. Self starter. Able to work in a team atmospher. Quick thinker. Great problem solver. Excellent at inventory control. Great computer skills. Quick learner.
- Shipping
- Packing
- Warehouse Associate
- Operations Management
- Restaurant Management
- Freight Experience
- Management
- Load & Unload
- Forklift
- Logistics
- Food Safety
- Order Picking
- Merchandising
- Shipping & Receiving
- RF Scanner
- Pallet Jack
- Order Picker
- Materials Handling
- Warehouse experience
- Basic math

Certifications and Licenses

Forklift Certified

August 2015 to August 2018

Assessments

Conscientiousness — Highly Proficient

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Supervisory Skills: Directing Others — Highly Proficient

September 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: [Highly Proficient](#)

Warehouse Associate — Highly Proficient

September 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Attention to Detail: Inventory — Proficient

September 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Proficient](#)

Warehouse Associate — Highly Proficient

December 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

Retail Customer Service — Highly Proficient

September 2020

Comprehending and responding to retail customer needs

Full results: [Highly Proficient](#)

Sales Skills — Proficient

December 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

Work style: Reliability — Proficient

December 2020

Tendency to be dependable and come to work

Full results: [Proficient](#)

Warehouse associate — Highly Proficient

December 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

Workplace safety — Highly Proficient

May 2021

Using safe practices at work

Full results: [Highly Proficient](#)

Following directions — Proficient

May 2021

Following multi-step instructions

Full results: [Proficient](#)

Attention to detail — Familiar

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Familiar](#)

Forklift safety — Proficient

May 2021

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Warehouse safety — Expert

March 2022

Using safe practices in a warehouse setting

Full results: [Expert](#)

Work style: Reliability — Proficient

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

Management, Microsoft Word, Microsoft Excel, attention to detail, Multi-tasking, Customer Service Expert, Forklift operator, Accuracy with numbers. Punctual and trust worthy.