

RAVEN N STEVENS

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ADMINISTRATIVE SUPPORT SPECIALIST

Obtain a challenging and highly successful Customer Relations/Sales Representative position that will utilize my training and experience, allow for professional growth and increasing responsibility. More than 10 years of hands-on leadership, senate administration support, and successful procurement experiences. An effective team player works collaboratively with all employees to achieve measurable and significant results in every project. High-level achievements focused on development and knowledge in ordering commercial grade products for a variety of top tier clientele.

SKILLS

- o Office Management
- o MS Office
- o Highly Detail-Oriented
- o Sales and Marketing
- o Network Administration
- o Defect Tracking
- o Accounts Receivable
- o Inventory Control
- o Online Supply Request
- o Cycle Count Controller
- o Logistics Management
- o Product Manager
- o High Standards
- o Equipment Management
- o Department Lead
- o Stock Control Clerk
- o Record Management Clerk
- o JD Edwards Program
- o Seltec System
- o Standard Equivalence

PROFESSIONAL EXPERIENCE

Martin Marietta/Rocky Mountain Materials & Asphalt, Colorado Springs, CO Senior Sales Clerk and Trainer, 2014-2017

- Supported operations, incorporating all objectives and requirements into coordination of internal and external logistical support.
- Led as the subject matter expert for coordinating and affecting external/internal logistical support and product tracking.
- Collaborated with Contracting Command through accurate record keeping and contract performance tracking.
- Negotiated price, quantity, discounts, packaging and transportation with vendors.

Key Accomplishments:

- Managed Loss Prevention \$5K+ Department budget to support customer project enhancements and upgrades.
- Reduced NO-SHOW rate by 10% through development of new tracking system, capturing a cost saving of over \$1K per order
- Received and dispatched over 75+ orders and deliveries daily.

Freddy's Steakburgers, Tucson, AZ Lead/ Cashier, 2012-2013

- Effectively managed existing inventory and maintained all cash receipts/ payments and operations.
- Spearheaded team on all inventory quantity, identify and document missing product orders, coordinated with delivery driver regarding missing product.

Key Accomplishments:

- Trained/ mentored a team of seven, reduced food waist by 20% within four months.

Adecco, Tucson, AZ Cafeteria Culinarian, 2010-2012

- Collaborated with preparation of daily menu production
- Arranged food presentation
- Tended point of sale (POS) terminal operations and procedures
- Contributed proper breakdown and cleanups, set for following day

First Rate Second Hand Thrift Store, Tucson, AZ Assistant Service Associate, 2009-2010

- Collected, priced, and displayed merchandise/commodities

- Assigned daily tasks to appointed volunteers
- Dispatched daily pick-ups and deliveries of merchandise
- Accounted daily till transactions

Big Lots Retail Store, Tucson, AZ
Retail Associate 2008

EDUCATION

CollegeAmerica

Colorado Springs, CO

Associates of Science in Business Management and Accounting-2016

IIA-International Institute of the Americas

Tucson Campus, Tucson, AZ

CMA- Certified Medical Assistant- 2007

Art Design College

Tucson Campus, Tucson, AZ

Interior Design and Decorating-2001