

# Setoria Jenkins

Saint Paul, MN

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(651) 4175145

Objective: To secure a full time position as a general warehouse laborer that will enable me to utilize my two to three years of warehouse experience. Strong communication skills, organizational skills, energetic personality, enthusiastic, and have efficient time management skills.

## HIGHLIGHTS OF QUALIFICATIONS

- Three years of warehouse laborer skills
- Six years of Customer Service experience
- Managing time and learning quickly
- Great organization and attention to details
- Logical in inventory software, databases and systems.
- Proven leadership skills in team communications to create a consistent and productive environment
- Experienced working both independently or as part of a team
- Capability to lift heavy objects

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Stock Associate**

Levy Restaurants - Saint Paul, MN

February 2015 to January 2018

- Received orders and efficiently replenished concession stands while recording shipment product information
- Achieved exceptional levels of customer satisfaction through timely, accurate processing and shipping of orders
- Maintained the appearance and cleanliness of the warehouse throughout the day
- Unpacked new shipments, emptied pallet, managed order placement, organized products or relocated to correct department

### **Stock Associate**

Delaware North - Minneapolis, MN

January 2016 to January 2017

- Obtained supply orders, unpacked boxes while stocking product, verifying correct placement
- Maintains inventory controls by collecting stock orders, printing requests, and recording amounts of items received
- Efficiently unloaded and surpassed 15 shipments a day

### **Manufacturing Associate**

Anderson windows and doors - Stillwater, MN

July 2015 to March 2016

- Manufactured doors quickly and proficiently following database system orders
- Dutifully cleaned warehouse, equipment, and machines
- Operated and maintained warehouse equipment safely
- Followed quality service standards and complied with procedures, rules and regulations

### **Cashier and Customer Service**

The Home Depot - Inver Grove Heights, MN  
January 2014 to February 2015

- Assuredly resolved customers concerns while produced a calm attitude even during high volume times and challenging circumstances
- Suggested and educated customers on products to enhance sales for the stores profit
- Maintained and balanced an accurate cash drawer

## Education

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### **Diploma**

City Academy High school - Saint Paul, MN  
2009

## Skills

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Excel (5 years), Powerpoint (5 years), Stockroom (3 years), Pallet Jack (2 years), Inventory Control, Shipping Receiving

## Certifications/Licenses

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### **Forklift Certified**

March 2014 to December 2015