

Stephen Blackwell

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Authorized to work in the US for any employer

Work Experience

Hazardous Materials Specialist

Ecotech Enterprises Inc. - Scott, AR

January 2022 to September 2022

As a hazardous chemicals specialist, I have a very important job duty. To manufacture, blend, package, and distribute chemicals to clean and improve water quality for various companies, cities, and towns here in Arkansas and across the country. Other duties include loading and unloading tractor trailer trucks daily in a safe and timely manner. Checking inventory twice a week and re-ordering any chemicals that may be running low. Security is also an important aspect of my job. Checking doors and making careful walk throughs in the warehouse. I am HAZMAT certified, licensed forklift operator, and a great team player.

Warehouse Supervisor and Production Supervisor

www.PKGrills.com - Little Rock, AR

September 2016 to November 2021

Telephone: (501)374-7575

Dates of Employment: 9/16-Present Day

Job Title: Warehouse Supervisor and Production Supervisor

Job Duties: As the warehouse supervisor, I lead a team of four co-workers to strive for and attain the best customer experience possible. I make sure the products that are ordered are correct and that the quality of the product are second to none. I also keep track of all inventory and correct any items that may be off on our inventory count. I keep track of all shipments coming in and going out of the warehouse. Also as the warehouse supervisor, I take security of the property very seriously. I keep an eye on all foot traffic in and out of the warehouse. I make sure all opening and closing protocols are met. As production supervisor I oversee the quality and quantities of our products that are assembled on site. Nothing leaves the warehouse without my final approval. I help lead and promote my co-workers through positive reinforcement and encouragement. We strive to exceed our managers expectations on a daily basis, and do so on a daily basis.

Crew Chief (Langenwalter), and Store Manager (Kleaners Supply and Service)

Kleaners Supply

May 2012 to July 2016

Dates of Employment: 5/12-7/16

Job Title: Crew Chief (Langenwalter), and Store Manager (Kleaners Supply and Service)

Job Duties: When working on the Langenwalter side of the business, our main priority was customer satisfaction. We were to do anything the customer desired, within reason. Which would be anything from cleaning carpet, carpet repair, fire and flood repair, mold remediation, and carpet reinstall. When I would work for the Kleaners

Supply and Service side of the business, our main priority was once again, customer satisfaction. I would make sure our walk in customers and contractors would have the best service I could possibly give them. Other duties included keeping an accurate count on inventory, ordering supplies when inventory would become low, answering incoming phone calls, and deliver and pick up equipment that either was serviced or needed service.

Administration

www.hostobuchan.com - Little Rock, AR
January 2011 to March 2012

Job Duties: My duties as office administrator were to timely and accurately sift through all the incoming mail in the morning hours, and to deliver them to the appropriate people. After successfully completing the mail delivery, my duties were to help attorneys and office managers with any tasks that needed attending to. These jobs varied from drafting, or completing any paperwork for attorneys so they could prepare for court. Drafting or completing paperwork for managers that dealt with information on accounts, title companies, courts, other law firms, and title and lien releases. Toward the end of the work day my job shifted back to the mail. I would take any mail dropped off in the mail room, and would take them to the post office.

Evening Store Manager

www.colonialwineshop.com - Little Rock, AR
October 2004 to November 2010

Job Duties: As manager of one of the largest and busiest wine and spirit stores in the state, my duties were numerous. The primary focus was customer service. To make sure that the customer was treated with honesty and respect. Other responsibilities and duties were to insure that inventory was accurate and when it was running low or depleted, to place orders with our distributors. Worked well with other co-workers to tackle any issues that would arise, to make sure everything ran smoothly. I would make sure everybody did their assigned jobs correctly and in a timely manner. Every half hour or so I would be responsible for counting up to six cash registers to insure cash accuracy and accountability. Towards the end of the work day I would make sure all end of day tasks were completed, such as refilling empty shelves, store cleanliness, cash drops in the store safe, and making sure that all doors that needed to be locked were locked.

Financial Assistant

www.ch13ark.com
January 2001 to March 2004

Job Duties: As financial assistant, my job duty was primarily to accurately post payments made by debtors, which could number in the hundreds if not over a thousand in one day. At least once a month perform audits to insure that accounts were accurate and up to date. I was also expected to keep and maintain a good relationship with the courts and varying law offices that we dealt with on a day to day basis.

Warehouse Clerk

Educators Book Depository - Little Rock, AR
May 1998 to January 2001

6700 Sloane Dr.
Little Rock, AR 72206
Website: books@educatorsbook.com
Telephone: (501)490-0007

Dates of Employment: 5/98-1/01

Job Title: Warehouse Clerk

Job Duties: As a warehouse clerk my duties consisted of a number of responsibilities.

Pulling orders accurately and consistently for all public and some private schools throughout the state of Arkansas. Keep and maintain an accurate count on inventory in the warehouse. Load, unload, and move inventory safely and in a timely manner with a variety of equipment, such as push carts, manual pallet jacks, electric pallet jacks, and forklifts. Work well with co-workers to pull orders, solve any problems that may arise, and to keep and maintain a positive relationship with our clients.

Education

Some college.

High school diploma or GED

Skills

- Warehouse supervisor experience
- Mold remediation
- Water damage restoration
- Restoration
- Warehouse Experience
- Pallet Jack
- Packaging
- Warehouse Management
- Shipping & Receiving
- Order Picking
- Freight Experience
- Fire Restoration
- Forklift
- Materials Handling
- Assembly

Certifications and Licenses

Forklift Certification