

Steven T. Choi

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Summary

Marine veteran who is a strong communicator dedicated to helping others through my education and varied professional experiences. Experienced and organized professional who has managed and trained employees.

Highlights

Team Leadership & Strong Work Ethic

Professional Demeanor

Good Oral & Written Communication

Team Player with Positive Attitude

Excellent Research Skills & Word Processing

Budgeting and Financial Management

Professional Experiences

5/21 to pres. – Supervisor: Challenge Manufacturing, Holland, MI

- Training employees and a Team Leader's on proper procedures.
- Auditing employee time for payroll and approving vacations.
- Accountable for key measures and holding my employees, team leaders.

12/20 to 5/21 – Team Leader: Challenge Manufacturing, Walker, MI

- Ensure productions cells are staffed and have the materials needed to operate
- Complete cycle counts and hour rate boards to guarantee production rate
- Moved finished goods off the line, restock materials to production lines

10/20 to 12/20 – Production Supervisor: Ferris Coffee, Grand Rapids, MI

- Managed production schedule to meet customer needs

08/19 to 10/20 – Material Handler: Herman Miller, Zeeland, MI

- Pull inventory for shipment, load inventory into trailers for shipment

03/18 to 5/20 – Warehouse Coordinator: Quality Professional Products, Wyoming, MI

- Receive inventory, prep product, make deliveries, engraving urns, and help manage inventory

5/2017 to 01/18 – Second Shift Operations Supervisor: Salon Centric, Kentwood, MI

- Managed second shift operations of 25-45 people to ensure timely shipment of deliveries

8/2015 to 4/17 – Production Coordinator: Hope Network, Grand Rapids, MI

- Manage team leaders and production workers in achieving daily production goals
- Ensure product quality is up to standards and analyze products during the hourly audits

11/2014 to 8/15 – Co-Manager: Speedway, Grand Rapids, MI

- Manage staff and work with the store manager to help increase profits
- Inventory control via daily/weekly counts, daily paperwork, and bank reconciliation

3/2014 to 7/2014 – Team Member: Columbian Logistics, Grand Rapids, MI

- Sort, Organize, and Repackage product for distribution

5/2010 to 2/2013 – Special Projects Team: Best Buy, Grand Rapids, MI

- Travel completing store resets, planograms, and manage new products

Additional Experiences

3/2009 to 3/2010 – Volunteer in Purchasing & Finance Departments: Metro Hospital, Wyoming, MI

- Match reference numbers to current data through a physical count and adjusting data accordingly
- Worked with data entry and filing materials

1/2009 to 4/2009 – Intern with City Manager: City of Cedar Springs, MI

- Compiled data and updated the fee schedule with Finance Director
- Prepared presentations to be presented to the City Council during budget meetings
- Data entry via spreadsheets for the City Manager

3/2008 to 5/2008 – Intern with City Manager: City of Hudsonville, MI

- Researched and wrote a new recreation plan for the Zoning and Planning Director
- Various office duties

Education

2009 – Bachelor of Arts in Public Administration: Grand Valley State University, Grand Rapids, MI

- Emphasis in Public Budget and Community Health
- Course Highlights: Ethics, Concepts of Management, Operations Management, Grant Writing