

# Steven Geronimo

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Between working at a fulfillment center and running the warehouse for a start up company, I've gained a lot of valuable experience. I tend to thrive in a demanding, high energy environment and do very well working as part of a team.

Authorized to work in the US for any employer

## Work Experience

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### **Shipping & Receiving / Packaging**

Xactra Industries Inc. - Greece, NY  
January 2022 to Present

I take care of product coming off of the CNC equipment. I follow a work folder to determine what the next procedure is. Parts may need cleaning prep before going out to be plated or lasered. I also run the sand blasting equipment as part of the prep on certain jobs. a lot of packaging experience is needed due to the delicate nature of the product. Xactra makes OEM parts for optical equipment and must be handled with extreme care and attention to detail. I finish by getting packages ready for UPS and adjusting inventory balances.

### **Private Guitar Instructor**

Self Employed - East Rochester, NY  
September 2020 to January 2022

After the Pandemic hit in March of 2020, I was asked to stay at the Plockmatic Inc. building alone while the rest of the staff went remote. It was slow and in August of 2020 the company restructured including layoffs that I was a part of. I was asked to come back in December of 2020 but had already started up a guitar teaching business for kids. I used my background from Hochstein Music School in theory and composition. I also trained a lot of people at work over the years and have a natural teaching ability. At this point I'd love a full-time physical job and do lessons around an established work schedule.

### **Warehouse Logistical Specialist**

Plockmatic Document Finishing Inc. - Victor, NY  
October 2016 to August 2020

The company's out of Stockholm, SE. I came in as the first hired in the US to manage a new warehouse in charge of all shipping, receiving, material handling and order entry of equipment and spare parts. Infor office M3 software was used to control Inventory and process orders. I worked with our dealers for availability and pricing. PO's were sent via e mail that I would process through M3 creating the order for release to pick, pack, create shipper, report and invoice. On the machine end, I worked with Sweden, UK and Latvia as a team to handle the Document Finishing Systems importing into the US for sale. I would then coordinate with the sales team and customers to meet install time frames. Customs clearance and related paperwork like SLI, packing slips, etc. I worked with K & N for heavy freight importing and exporting. Efficiency techniques and time management were critical and taught by my supervisors in Sweden using Teams for Business and Skype.

## **Printing Press Operator / 2nd pressman**

Canfield & Tack Printing - Rochester, NY

April 2002 to May 2016

Operation of large format automated and manual printing systems.

I was part of the first team trained on the Komori LS 640 installed in 2006. Responsible for feed operation, make ready and color correcting. When work was slow I volunteered to help out in the fulfillment center at another location. I was certified to operate forklift and reach truck. I also learned the ERP system and set up drop shipments using online shipping tools.

## **Encoder Operator**

DataGraphic Inc. - Town of Perinton, NY

January 1996 to October 2001

I ran a laser printer to set up Micr lines and Arabic on cut sheets for 3rd party company's payroll. Formulas were used like mod 9 and other systems to prevent any type of falsifying or fraud. I was a highly trusted employee with access to customer account numbers. The job was a promotion from a bindery position that I started with. An Employee Legendary Service award along with a crew leader position were achieved.

## Education

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### **GED**

MCC Stage Program - Rochester, NY

September 1987 to November 1987

## Skills

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- Sit Down Fork Lift / Electric Reach & Pallet Jack
- Order Picking / RF scanner
- Warehouse Management / Shipping & Receiving
- Customer Service / Pricing / Order Entry
- Parts inspection / Quality control / Manufacturing
- Material Handling / Packaging / Banding / Skid Wrapping
- Supply Chain / Inventory Control / ERP System
- Importing Freight Containers / SLI / Customs Clearance

## Awards

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### **Legendary Service**

October 1999

Employee of the year award from Data Graphic Inc.

## Certifications and Licenses

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### **Certified Forklift Operator**

Present

## Assessments

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### **Work motivation — Expert**

July 2021

Level of motivation and discipline applied toward work

Full results: [Expert](#)

### **Warehouse associate — Highly Proficient**

September 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

### **Manufacturing fit — Highly Proficient**

September 2020

Measures the traits that are important for success in manufacturing roles.

Full results: [Highly Proficient](#)

### **Attention to detail — Proficient**

June 2021

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

Full results: [Proficient](#)

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