

# Steven Justo

Lodi, NJ 07644

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To obtain an entry level position utilizing my business skills and experience with a progressive company that offers opportunity for career growth.

Authorized to work in the US for any employer

## Work Experience

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### **Front End Supervisor/Lead Receiver**

GENERAL TOOLS & INSTRUMENTS - Secaucus, NJ

August 2021 to July 2023

- Received, inspected, documented and stored shipments
- Oversaw data system for storage and tracking of goods and shipments
- Staged loading and unloading areas with appropriate equipment, materials and space
- Prepared, packaged and documented outgoing materials
- Kept track of inventory

### **Sales Associate/Shipping and Receiving**

NIKE FACTORY STORE - Paramus, NJ

June 2017 to February 2022

- Helped consumers locate items and recommended suitable merchandise for their needs
- Received shipments daily and placed sensors on new merchandise
- Assisted in maintaining the store clean, organized and restocked at all times
- Built visual displays when necessary

### **Baker/Receiver**

WHOLE FOODS MARKET - Paramus, NJ

February 2009 to 2021

- Maintained a high level of consistent baking under the supervision of Supervisors and Team Leaders
- Responsible for checking in orders and rotating supplies/ingredients under FIFO
- Assisted Team Leaders with ordering supplies and vendor products
- Helped retail and production team members with any assistance once receiving was completed
- Motivated & encouraged the department to continue making projected sales each week

### **Overnight/Day Baker**

PANERA BREAD - Paramus, NJ

2005 to 2009

- Prepared quality fresh bakery product for customers before store opens
- Performed daily duties for cleaning and sanitizing work area
- Responsible for ordering more supplies and ingredients through SYGMA; also rotated items under FIFO
- Sampled new & innovative product that the company marketed to produce sales

## **Culinary Specialist**

UNITED STATES NAVY - Earle, NJ  
2002 to 2005

- Supervisor of Officer's wardroom
- Baked pastries and bread for a crew of six-hundred Sailors
- Responsible for sanitation of food, bake shop, and Officer's wardroom
- Prepared and served three meals a day for thirty Commissioned Officers

## Education

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Naval Technical Training Center - San Antonio, TX  
February 2005 to April 2005

## **Business Organization and Management**

Berkeley College - West Paterson, NJ  
1998 to 2000

## **High School Diploma**

Passaic High School - Passaic, NJ  
1994 to 1998

## Skills

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- ANSWERING PHONES (10+ years)
- CUSTOMER SERVICE (10+ years)
- COMPUTER SKILLS (10+ years)
- TYPING (10+ years)
- BILINGUAL (10+ years)

## Certifications and Licenses

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## **Electric Pallet Jack Certification**

2009 to Present

- Responsible for operating material handling equipment for the purpose of receiving, moving, relocating and shipping merchandise

## Additional Information

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### SKILLS:

- Faxing
- E-mailing
- Typing - 50 wpm
- Customer Service
- Multi-tasked oriented worker

- Internet Searching
- Answering phones
- Computer skills - Microsoft Word, Excel, Spreadsheets and PowerPoint