

Steven Shevlin

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I am a highly motivated and responsible team player and have worked in many areas of the millwork business.

I am seeking a full-time position with room for advancement.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Commercial Driver

Interior Resource Group - Denver, CO - 2017-06 - Present

Loading, and delivering commercial loads of flooring to jobsites in the Northern Colorado Area.

Receiving Manager

Interior Building Systems Inc - Manassas, VA - 2016-08 - 2017-05

- Organize and accurately track inventory items efficiently
- Maintain appropriate inventory for a warehouse with 25+ stock sheet goods, lumber, laminate and solid surface materials
- Utilize project management system to maximize efficiency and ensure materials for craftsmen and operators
- Maintain accurate records via spreadsheets and utilizing SAGE software
- Problem solved and organized volume oriented solutions

Catering Asst./ Event Planner

Big Easy Barbecue - Manassas, VA - 2007-07 - 2016-09

- Learned to plan, purchase, prepare and present meals for groups of 50-1000
- Learned to cook for quantity without sacrificing integrity of the recipes of the classically trained Cajun Chefs
- Organized, purchased, and prepared food for events while holding a 50% profit margin

Shipping and Receiving Assistant, Service Technician, Finisher, Machine Operator

Interior Building Systems Inc - Manassas, VA - 2012-07 - 2016-08

packed, and protected finished goods for shipping and delivery

- Operated a 24' truck for deliveries with safe driving record
- Provided customer service for customer needs- post installation
- Maintained relationships between client and general contractor
- Effectively operated a Beam Saw, Edge Banding machine, Point-to-Point Router and a Dowel Inserting Machine
- Trained new crew members to take leading roles
- Learned how to assemble cabinets from a drawing, and excelled in the installation of both domestic and imported hardware
- Coordinated with Shipping Manager to prioritize jobs by elevation and ship date
- Learned JIT Production
- Learned aspects of wood preparation for finish application including Pre-Catalyzed and Post-Catalyzed lacquer
- Learned material handling & chemical hazard safety

Sales Professional

Sterling Chevrolet - Sterling, VA - 2011-03 - 2012-04

- Completed training in BDC, became familiar with CRS, became a Certified Sales Professional through Chevrolet
- Attended demonstrations and test drives for vehicles yet to be released
- Utilized a 6-position procedure for demonstrating vehicles to customers
- Provided a high level of customer service

Line Cook

Big Easy Barbecue - Manassas, VA - 2009-09 - 2011-03

- Prepped, cooked and cleaned the kitchen
- Organized and maintained stock rotation
- Managed line operations in fast paced environment by communicating effectively to keep the line and crew moving

Weekend Manager

Virginia Barbeque - Manassas, VA - 2006-09 - 2009-02

- Worked as a shift manager /key-holder
- Progressed through the ranks by learning processes and following corporate procedures
- Maintained safe food handling procedures and operated a clean kitchen
- Hired as the Mascot and showed initiative to move forward

EDUCATION

Osborn Park High School
2010

SKILLS

CUSTOMER SERVICE, RECEPTIONIST, RETAIL SALES, MATERIAL HANDLING

ADDITIONAL INFORMATION

Core Competencies

- Strong Organizational and Communication skills
- Inventory tracking and management
- Excellent Customer Service
- Time and Project Management
- Driver (up to 24 foot vehicle)
- Material handling, Pneumatic, and Chemical Hazard Safety
- Leadership, Accountability, Diligence

Software and Technical skills:

- Microsoft Office
- SAGE
- CADD
- Microvellum