

Trevon Johnson

Inventory Specialist

Fort Washington, MD 20744

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Efficient individual with retail/inventory management, warehouse operations and exceptional customer service experience. Possess high attention to detail, positive attitude with exceptional interpersonal and communication skills. Always ready to learn and teach.

Authorized to work in the US for any employer

Work Experience

Warehouse Inventory Specialist

The Bourbon Concierge - Washington, DC

November 2022 to Present

- Receive, log, inventory packages and distributor deliveries
- Arranged & performed packing to ensure all orders are processed within the company defined SLA's
- Ensured system inventory is updated appropriately with all products received
- Assisted with compliance submission requirements for inventory
- Organized the warehouse to ensure optimal space for processing orders
- Organized inventory storage to ensure products are easy to find, clearly arranged, and stored safely
- Overseen all packaging to ensure best practice standards for
- Tracked materials being used by the warehouse and ensure we always have sufficient supplies for order processing
- Fulfilled projects assigned by President and Manager of Operations

Inventory Manager

Hart Nissan of Nova - Springfield, VA

August 2021 to May 2022

- Every vehicle in the companies possession has to be processed through me
- I communicate with multiple auto transportation providers to get estimated time of arrival for each vehicle
- Direct partner for multiple online auto sale businesses to process our vehicles on their website
- Received over 500+ new Nissan vehicles 2020-2022 into our inventory database directly from the auto transportation vehicle
- Worked directly with the owner for multiple operations throughout the dealership
- Communicated very closely with all departments throughout the dealership to keep everyone updated on various topics
- Created useful ways to better Hart's online presence and the dealership itself
- Worked closely with the operations manager to help fulfill different operations in various departments throughout the dealership
- Communicate with other dealerships throughout the DMV area to execute internal Nissan swaps, purchases, customer referrals, etc. (Great way to build exposure & morale for private dealerships)

Inventory Control Quality Assurance

Amazon.com - Springfield, VA

February 2020 to August 2021

- Explored the entire warehouse for expired products
- Made sure damaged or expired products were logged into the system and disposed afterwards
- Kept track of more than ten thousand on hand units
- Trained new hire employees on the basics of Amazon inventory management
- Logged lost, damaged, and expired articles into multiple Microsoft office softwares (Office, Excel, & Powerpoint)
- Access to edit and/or correct location of units throughout the entire warehouse
- Received proper units into inventory logs upon arrival

Seasonal Athlete

Nike - Washington, DC

May 2019 to January 2020

Oxon Hill, MD

- Greet consumers upon entering store and inform them of promotions
- Sign up consumers for Nike+ to create a new shopping experience
- Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 50 pounds
- Ensure accuracy of incoming inventory
- Assist store leadership with opening and closing the store
- Model reliability and flexibility by working varied hours
- Develop positive relationships with consumers and teammates
- Responsible for executing all daily retail operations to ensure premium service and smooth store functioning
- Operate Nike mobile device when checking out customers
- Maintain knowledge of various store departments and be available to operate cash register for regular transactions, perform shipping and receiving duties, stock the floor, perform cleaning duties, and build visual displays when necessary

Cashier/Stocker

Shoppers Food Warehouse - Oxon Hill, MD

October 2018 to May 2019

- Operates cash register accurately and scans all products
- Redeems promotional coupons and rain checks
- Stocks, faces and rotates merchandise, cleans shelves, understands shelf tags, knows location of merchandise in the store and also in the back room, and if available, takes customers to an item
- Check invoices against delivered products
- Provides prompt, efficient and friendly customer service by exhibiting concern and patience in all customer interactions

Team Lead

National Parks Stadium - Washington, DC

March 2017 to September 2018

- Promoted to team lead of main team store for 2018 season

- Unload delivery trucks, check in merchandise and distribute received inventory to designated production areas
- Operates electric and manual pallet jack to move product and pallets throughout the warehouse while performing the picking operation
- Deliver and pick up clothes at the main team store or the other kiosks that sell clothes
- Unloading pallets and stocking
- Continuously stock kiosks and retail stores for game days
- Assist and greet customers
- Facilitate inventory management and advise management of low inventory; record inventory count in company's system
- Create and maintain safe working environment by adhering to safety regulations

Customer Service Rep/Cashier

Wegmans Food Market - Lanham, MD

May 2014 to February 2017

- Scanned and bagged groceries and other items in stock
- Greet customers and inquire about store experience
- Assist customers with inquiries
- Efficiently ring up items and process payments
- Work in the cafe area, helped seat customers and assist them around the area
- Comply with all POS policies and procedures
- Provide exceptional customer service by responding to customer questions or issues regarding products
- Perform all required cash register transactions, such as validate checks, issue receipts, and refunds

Education

Associates of Arts Degree

PG Community College - Largo, MD

Present

Suitland High School - Suitland, MD

June 2016

Skills

- Retail/Inventory Management
- Strong team player and excellent communication skills
- Able to lift packages of over 100 pounds
- Warehouse Operations
- Microsoft Word, Excel, Outlook, and PowerPoint
- Great Adaptability and multi-tasking skills
- Mobile Devices
- Shipping & Receiving
- Help Desk

- Operating Systems
- Software Troubleshooting
- Technical Support
- Microsoft Windows
- Microsoft Excel
- Sales
- Customer service
- Quality Assurance

Assessments

Reliability — Highly Proficient

March 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: [Highly Proficient](#)

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