

Trevor Stephens

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Professional Experience

Forestry Distributing, a Horizon Company – Longmont, CO

Warehouse and Customer Service

February 2021 – Current

- Shipping of customer packages and receiving of company inventory
- Hazmat and forklift certified
- Manages and maintains inventory of 1500+ individual products
- Update and manage pricing files, including monitoring vendors for best pricing
- Order entry and order processing through QuickBooks
- Manages customer service inquiries via phone and email
- Manages all freight orders by obtaining shipping quotes from third parties and working with customers
- Cross-sell and up-sell customers, above and beyond day to day required responsibilities

Tomahawks, NorCal and Viper Lacrosse Clubs – San Jose and Palo Alto, CA

Boys Director and Head Coaches

May 2016 – June 2020

- Worked for three different club lacrosse programs in San Jose and Palo Alto, CA
- Prior to Boys Director at Tomahawks, positions included: Assistant Coach U19 Elite, Head Coach U12 and U14, Head Coach U17 Travel Team
- Traveled throughout the US with various teams, ultimately responsible for the location and safety of individual team members
- Recruited players and hired staff to create and lead a motivated and successful team, resulting in a high number of tournament wins
- Managed playing logistics such as scheduling games, fields, and practice times
- Primary contact with parents and players on schedules, club issues, club expansion and questions
- Create and execute practice and game plan strategies

Archbishop Mitty – San Jose, CA

Lacrosse Coach, Ranging from JV to Varsity Head

January 2011 – May 2017

- Oversee both Varsity and JV teams
- Scheduled games for varsity and JV, including scheduling fields and practice times
- Recruited players and hired staff to create a motivated and successful team
- Updates to Athletic Director about schedules, travel plans, games, and other important tasks
- Practice and game plan strategies
- Represented school within WCAL

Unishippers – Santa Clara, CA

Sales Development Representative

May 2011 – January 2012

- Cold calls to prospective customers, selling open shipping space on freight cargo
- Flat rate commission-based position for entire US

Education

Saint Mary's College of California – Moraga, CA

Coursework in Health and Physical Education, Exercise Science and Kinesiology

August 2009 – January 2011

Skills

Forklift Certified, Hazmat Certified, QuickBooks, Customer Service, CPR and First Aid Certified while Coaching