

VERNITA STEENBURGH

Receiver

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(134) 759-2850

123 Aloha St, Honolulu, HI 96815



PROFILE

Dedicated Receiver with 1-year experience in inventory management, maintaining accurate records, and coordinating efficient shipping and receiving processes. Adept at streamlining workflows, ensuring timely deliveries, and fostering positive relationships with suppliers and carriers. Detail-oriented team player with excellent organizational and communication skills, committed to enhancing overall warehouse efficiency.

LINKS

[linkedin.com/in/vernitasteenburgh](https://www.linkedin.com/in/vernitasteenburgh)

SKILLS

Route-running

Ball-tracking

Catching

Speed

Agility

Blocking

Footwork

LANGUAGES

English

Bengali

HOBBIES

Photography

Gardening

EMPLOYMENT HISTORY

Receiver I at Hawaii Receivers LLC, HI

May 2023 - Present

- Successfully managed the receipt and processing of over 1,000 inbound shipments per month, resulting in a 98% on-time delivery rate and contributing to the company's overall efficiency.
- Streamlined the inventory management system, reducing errors by 30% and improving overall accuracy, leading to a 15% reduction in misplaced items and increased customer satisfaction.
- Led a team of five warehouse staff members to achieve a record-breaking 99.5% accuracy rate in order picking and packing, surpassing the company's previous best by 2%.

Receiver II at Aloha Receiver Services Inc., HI

Aug 2022 - Apr 2023

- Successfully managed the receipt of over 500 shipments per month, ensuring timely and accurate processing while maintaining a 98% accuracy rate in inventory management.
- Streamlined the receiving process by implementing new organization techniques, resulting in a 20% reduction in processing time and a 15% decrease in errors.
- Trained and mentored 10 new employees on company procedures and best practices, contributing to the overall improvement of the receiving department's efficiency and productivity.

EDUCATION

Bachelor of Arts in Communication at University of Hawaii at Manoa, HI

Aug 2017 - May 2022

Relevant Coursework: Interpersonal Communication, Public Speaking, Mass Media, Persuasion, Intercultural Communication, Media Writing, Communication Theory, Digital Media Production, Organizational Communication, and Communication Research Methods.

CERTIFICATES

Certified Wireless Network Professional (CWNP)

Oct 2021

Certified Information Systems Security Professional (CISSP)

Aug 2020

MEMBERSHIPS