

Latonia Marie Stephens

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Objective

To obtain an employment position where I can utilize my work experience and skills to contribute to the company in a meaningful way while allowing me to grow and develop into an upper level Manager

HIGH SCHOOL: OAKLAND TECHNICAL HIGH SCHOOL | 1992 -1995 |

TRANSFERRABLE SKILLS & ABILITIES

- Internet and e-mail
- Shipping and Receiving, Packaging, Mail Sorting, Warehousing

WORK EXPERIENCE

- Experience performing shipping and packaging tasks in warehousing industry
- Responsible for maintaining constant and consistent work flow while performing multiple tasks to meet daily production targets
- Responsible for performing my duties safely and in accordance with OHSA rules and regulations
- Maintain an awareness of and implementation of methods used to improve production accuracy
- Responsible for utilizing practices, and techniques that ensure the most cost-effective packaging and shipping processes in order to meet efficiency targets
- Responsible for maintaining good relations with co-workers in order to work effectively with my team
- Over ten years caring for elderly persons in need of medical assistance
- Responsible for administering meds, transporting clients to appointments, light housekeeping, cooking, scheduling appointments

EMPLOYMENT HISTORY

INHOME CARE SUPPORT SERVICES	IN HOME CARE PROVIDER	2003 - PRESENT
NELSON STAFFING	WAREHOUSING	2006 - 2007

PERSONAL PHILOSOPHY AND WORK ETHICS

I am an experienced, motivated, trustworthy, punctual, responsible and reliable person who will not quit until the job is completed. I am a fast learner with lots of energy and strength to perform my job but I understand the importance of developing and supporting a team in order to achieve top quality and ultimate performance for my company.