

Kingston Banks

☎ (260) 555-0123

✉ kingston.banks@email.com

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

📍 Fort Wayne, IN 46825

SUMMARY

Dedicated stocking associate with over two years in retail environments. Focused on efficient inventory management and freight handling. Managed heavy lifting and operated machinery, ensuring workplace safety. Committed to maintaining an organized workspace for timely stock replenishment. Fostered strong team collaboration while continually addressing workflow optimization needs. Engaged in training new associates, sharing best practices, and contributing to a culture of accountability. Looking forward to joining BrightMart, enhancing operations with commitment and teamwork.

EDUCATION

Bachelor of Science in Business Administration

2026

Purdue University Fort Wayne GPA: 3.7

Fort Wayne, IN

Coursework: Operations Management, Supply Chain Management, Retail Marketing, Human Resource Management

TECHNICAL SKILLS

- **Inventory Management Tools:** SAP ERP, Oracle NetSuite, Fishbowl
- **Safety Equipment Standards:** PPE Regulations, Forklift Safety Guidelines, Hazardous Material Handling
- **Training & Development:** Onboarding Programs, Peer Mentoring, Performance Reviews
- **Warehouse Management Systems:** WMS, RFID Technology, Barcode Scanning Systems
- **Logistics Software:** Transportation Management, Shipment Tracking, Delivery Scheduling
- **Fleet Management Practices:** Vehicle Inspections, Route Optimization, Maintenance Schedules
- **Data Analysis Tools:** Excel, Tableau, Google Analytics
- **Health & Safety Regulations:** OSHA Guidelines, National Safety Council Standards, State Compliance Codes
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho CRM
- **Communication Tools:** Slack, Microsoft Teams, Zoom

SKILLS

- | | | | |
|------------------------|-------------------------|--------------------------|-------------------------|
| • Inventory Management | • Safety Compliance | • Data Analysis | • Attention to Detail |
| • Freight Handling | • Problem Solving | • Customer Service | • Adaptability |
| • Forklift Operation | • Organizational Skills | • Interpersonal Skills | • Workflow Optimization |
| • Team Collaboration | • Time Management | • Logistics Coordination | |

EXPERIENCE

Stocking Associate

June 2025 - Present

University Project

Fort Wayne, IN

Supported stock management by unloading freight and optimizing backroom storage. Operated forklifts effectively, minimizing risks. Collaborated with team members on inventory accuracy and shelf replenishment. Implemented safety protocols that enhanced overall workplace safety. Mentored new hires on established procedures and equipment operation. Conducted regular inventory checks to support loss prevention initiatives.

- Unloaded incoming freight and organized stock for optimal accessibility.
- Operated forklifts and pallet jacks, adhering to safety standards throughout the process.
- Worked closely with team members to maintain accurate inventory records.
- Implemented and monitored safety protocols, actively reducing workplace accidents.
- Assisted and guided new staff, fostering their growth and efficiency.
- Engaged in routine inventory counts, helping identify discrepancies promptly.

Warehouse Operations Intern

January 2025 - May 2025

Academic Project

Fort Wayne, IN

Contributed significantly as part of a warehouse operations team focused on refinement processes. Enhanced organization methods leading to improved stock rotation and accuracy. Participated actively in research on industry best practices, sharing insights with peers. Developed technical skills pivotal for future opportunities within warehouse management contexts.

- Participated in hands-on projects, improving methodologies for stock rotation.
- Developed organizational systems that streamlined stock replenishment techniques.
- Conducted comprehensive research on effective unloading protocols.

- Collaborated ideation with classmates, simulating real-world warehouse activities.
- Evaluated performance metrics and proposed actionable recommendations.
- Authored user manuals to support ongoing education and operational consistency.

Retail Management Simulation

September 2024 - December 2024

Course Project

Fort Wayne, IN

Actively engaged in simulated scenarios managing a retail outlet’s inventory and operations. Formulated strategic approaches based on sales data and consumer preferences. Improved stock forecasting through collective effort and analysis, ultimately benefiting overall operational efficiency. Validated leadership abilities by guiding teammates toward achieving common goals.

- Managed inventory/listings and corresponding operations in a simulated environment.
- Analyzed customer purchasing trends to optimize stock levels and offerings.
- Utilized feedback mechanisms to assess areas for improvement post-simulation.
- Demonstrated leadership by organizing team strategies efficiently.
- Presented findings to faculty while showcasing analytical capabilities.
- Identified key operational hurdles and developed plans to mitigate them.

LEADERSHIP & AWARDS

- Dean's List, 2024-2026
- Academic Excellence Scholarship, 2025

CERTIFICATIONS

- Forklift Operator Certification 📅 2026
- OSHA Safety Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Retail Management Association, 2024-Present
- Volunteer, Local Food Bank, 2025-Present

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST