

Kingston Banks

Stocking Team Associate

☎ (260) 555-0123

✉ kingston.banks@email.com

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

📍 Fort Wayne, IN 46825

STRENGTHS

- 📦 **Inventory Management**
Efficiently handled stock processes, enhancing inventory accuracy and availability.
- 🛡️ **Safety Compliance**
Promoted adherence to safety protocols, significantly decreasing workplace incidents.
- 👥 **Team Collaboration**
Built strong rapport among staff, leading to seamless teamwork in challenging tasks.
- 💡 **Problem Solving**
Regularly addressed operational challenges creatively, improving processes across teams.
- ⚙️ **Operational Efficiency**
Streamlined workflows fostered productivity boosts during critical stock phases.

SKILLS

Inventory Management

Freight Handling Forklift Operation

Team Collaboration

Safety Compliance

Problem Solving

Organizational Skills

Time Management Data Analysis

Customer Service

Interpersonal Skills

Logistics Coordination

Attention to Detail Adaptability

Workflow Optimization

LANGUAGES

English Native

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

Purdue University Fort Wayne 🎓 GPA: 3.7 📅 2026 📍 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

EXPERIENCE

Stocking Associate

University Project 📅 June 2025 - Present 📍 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

Academic Project 📅 January 2025 - May 2025 📍 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.

MY CAREER



- Stocking Associate at University Project (1.2 Years)
- Warehouse Operations Intern at Academic Project (4 Months)
- Retail Management Simulation at Course Project (3 Months)

- 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

Course Project 📅 September 2024 - December 2024 📍 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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST