

# Keona Giroux-Nixon

## **Military Veteran, Logistics/Warehouse Experience**

Las Vegas, NV 89110

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(904) 607-6963

Seeking a position as an entry level associate position to gain knowledge of the logistics industry. Whilst also improving my set skills as a leader.

Authorized to work in the US for any employer

## Work Experience

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### **Outbound Associate**

Bed Bath and Beyond - Las Vegas, NV

November 2020 to December 2020

- Transported goods and products up to 75 pounds to appropriate locations as well as where the shipping and storage needs.
- Worked in a team environment to maintain high levels of productivity and workflow
- Handled handheld scanning devices, whilst learning codes and proper floor locations throughout the warehouse.
- Taking lead when the line has issues involving maintenance

### **Access Control Specialist**

Integrated Systems - Jacksonville, FL

March 2020 to August 2020

Performed access control procedures, to include use of information database and all associated control processes; validated understanding of complex regulations/doctrine, detailed written orders, policies, procedures, and training instructions

- Performed basic administrative and office management duties to include answering the phones, faxing documents
- Ensured all visitors display appropriate identification badge while in agency buildings; Monitored closed-circuit television systems, video, intrusion detection systems, and fire alarm systems for timely dispatch of proper response personnel to an incident or situation
- Exercise knowledge of DoD escort regulation and limitations for all facility visitors
- Demonstrated superior customer service dealing with a secure workspace and associated regulations

### **Delivery Driver**

North Florida Logistics - Jacksonville, FL

May 2019 to March 2020

Efficiently handled the pre-trip and post-trip inspections of the vehicle before leaving the company premises

- Monitored the stock present in the inventory and communicated with the customers in a professional manner
- Successfully complete completed all deliveries by the time requested
- Sort items to be delivered according to the delivery route.

- Always calling customers ensuring to deliver verbal messages by telephone.

### **Guest Experience Specialist**

The Escape Game - Jacksonville, FL

March 2019 to May 2019

Creating a hospitable atmosphere while at the front desk/register. Booking, rescheduling, and giving refunds.

- Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.
- Operate telephone switchboards and systems to advance and complete connections, including those for local, long-distance, mobile, person-to-person, and emergency calls.
- Supervise the work of the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.

### **Administrative Assistant/Mailroom Clerk**

NAS JAX - Jacksonville, FL

April 2018 to August 2018

Provided support with ASM Team, assisting with the developing training manuals and guidelines.

- Maintained and logged over 40 personnel training into EMMA.
- Developed new filing techniques and practices, saving the company thousands of dollars for online training.
- Handled all inventory paperwork while keeping structured files completed
- Assisted other employees by performing duties such as errands, deliveries, and light administrative duties
- Collected and inspected mail to be properly filled out and signed in all correct places to forward and/or received to correct recipients.
- Perform various Mail activities such as sorting, metering, folding, inserting, delivery and pickup.
- Took direction from supervisor or site manager

### **Culinary Specialist, Supply**

US Navy

February 2014 to 2018

Expertly managed supervision storing and stocking products from vendors, making sure supplies are up to quality.

- Provided leadership amongst 30 personnel ensuring knowledge of equipment, establishing safety precautions.
- Efficiently managed diverse selection of packages and inventory of personnel.
- Implementing new ways to handle office administrative paperwork, developing new ways to promote and manage proficiency and quality.
- Communicated with vendors and personnel, properly ensuring all work order releases.
- Leading personnel to create food and pastries for Naval Ships Port and Homecoming events.

## Education

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### **Associate in Digital Media**

Florida State College at Jacksonville - Jacksonville, FL

September 2018 to August 2020

### **Certificate in Visual design fundamentals**

DeVry University - San Diego, CA

May 2016 to October 2016

### **High school diploma**

Douglas Anderson School of arts - Jacksonville, FL

August 2007 to May 2013

## Skills

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- DoD Experience
- Culinary Experience
- CCTV
- Intelligence Experience
- Security
- Military Experience
- Information Security
- Cybersecurity
- System Administration
- Quality control
- Microsoft Project
- Visio
- Adobe Acrobat

## Military Service

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### **Branch: United States Navy**

Rank: E-4