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**OBJECTIVE** Seeking position in operations, billing, customer service, logistics or supply chain, where my experience, organized work ethics, ability to meet deadlines, good communication and interpersonal skills, creativeness, marketing/sales, and leadership can be effectively utilized in a corporate environment.

**EDUCATION** UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK  
Bachelor of Science in Business Administration, May 2012  
**Marketing**

**EXPERIENCE:** **GameStop Corp.**, Paramus, NJ  
**Store Leader** October 2016 – Present

- Manage and schedule between 7-20 team members on a daily basis
- Responsible for the practice of company's mission statement "Exceeding Sales and Profit by Making Service Matter"
- Educate and provide high-quality guest service to optimize guests' shopping experiences
- Initiate inventory control measures to sustain stock levels
- Manage and maintain displays as indicated by planograms and sale sets
- Point of Contact and Leadership Role regarding company's membership program for the district (district comprises of 20 stores)
- Assisting other stores regarding yearly store inventory count
- Responsible for hiring for own store's staff level as well as assisting other stores during job fairs

**Advanced International Freight, Inc.**, Secaucus, NJ  
**Freight Forwarder (Import Specialist)** January 2015 – October 2016

- Scheduled International and Domestic shipments
- Operated Ocean, Air, and Inland transportation
- Provided Customer transportation quotes
- Coordinated with overseas partners to bridge gap between shipper and consignee
- Provided tracking results to clients
- Allocated resources and movements on the transport planning system
- Ensured all partners in the supply chain were working effectively and efficiently to ensure smoother operation
- Communicated effectively with clients and responding to their requirements
- Actively manage booking updates and bill of lading with carriers and customers to ensure accurate updates to eliminate any potential customs issues
- Responsible for entire Import Department Database Data Entry
- Assisted with internship hiring
- Assisted in all other areas of operations as directed by management

**Tea Leaf Cafe**, Amherst NY  
**General Manager** August 2012 - January 2015

- Performed General Management duties on handling day to day issues, 14 employees, multi tasking and Customer Service.
- Performed supply procurement functions and validated suppliers on a monthly basis, analyze and manage vendor performance reports.
- Performed daily inventory functions of food and beverage supply management.
- Assist other managers in scheduling employee shift work hours.
- Performed employee hiring and merit evaluation.
- Pursue process improvement opportunities, best practices and development of internal controls.
- Develop and implement strategies approved by company owners.
- Perform special projects as required.

**COMPUTER** OFFICE – OUTLOOK (INTERMEDIATE); WORD (INTERMEDIATE); EXCEL (INTERMEDIATE); POWER POINT (INTERMEDIATE)

**SKILLS** Specialty programs - Adobe Photoshop (Basic); Adobe Premiere (Basic); Microsoft Publisher (Basic)  
Operating Systems - Windows, Mac

**ACCOMPLISHMENTS** Filipino American Student Association  
- 2011-2012 Executive Board (Public Relations Officer)  
- Bridge gaps between "FASA" and other organizations, marketing, public representation of organization  
- Social environment including team building, communication, expression; office environment including professionalism among University at Buffalo associations