

Schauntae Simons

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EXPERIENCE

Walmart, Great Falls, MT — Overnight Stocker

May 2024 - Current

Maintains inventory accuracy for the facility by binning and picking merchandise; utilizing the inventory management system; completing bin audits; working inventory exceptions; and correcting shelf capacities. Maintains merchandise presentation by stocking and rotating merchandise; removing damaged or out-of-date goods; setting up, cleaning, and organizing product displays; signing and pricing merchandise appropriately; and securing fragile and high-shrink merchandise. Receives and stocks merchandise throughout the facility and organizes and maintains the backroom by following company safety, cleaning, and operating procedures; utilizing equipment appropriately; setting up displays; maintaining modular integrity; receiving, sorting, staging, and delivering merchandise; and completing paperwork, logs, and other required documentation.

Helps ensure the proper execution of the customer inventory flow process, the maintenance of backroom standards, the unloading of trucks, the correct processing of freight, and that the backroom is ready for incoming freight

Barnes & Nobles, Great Falls, MT — Lead Barista/Bookseller

June 2022 - May 2024

Bookseller: Put the book in the customer's hand, offer to order, offer the member program and fast cashiering. Greet with customers and engage them in conversations about all products and services. Ask questions to identify customer's needs, give your recommendations, provide a personalized experience to multiple customers at the same time and share technical knowledge and enthusiasm about all products and services. Give response to customer's concerns, questions and wrap up the sale. Ensure your store is stocked appropriately with in demand titles and customer requests through timely communication on specific products needs with managers. Make sure the products are put on the selling floor when received. Recover the selling floor during each shift. For example, gather and pick up items, straighten bookcases, maintain tables in the Cafe, help to maintain restroom cleanliness, and perform other store housekeeping tasks as required. Provide assistance in any area of the store when necessary, like receiving, cash wrap, Cafe, and specialty areas.

Barista: Prepare and serve drinks and food in accordance with the Café standards and health code. Perform all support tasks in the Café, including baking, completing prep sheets, cleaning cases and equipment, and restocking displays. Use the maintenance checklists throughout the day to maintain Café cleanliness. Drive sales by engaging all customers in our café and customer sampling of Café products. Ensure execution and compliance with operational standards for the Café. Perform all opening and closing tasks. Protect Company assets by ensuring the accurate execution of loss prevention procedures, including cashiering and inventory standards, waste logs monitoring, sample recording, coupon redemption and discount and return policies. Train new employees and step in for Cafe Manager when necessary for meetings, decisions, orders, and direction.

Kneat Freaks, Great Falls, MT - Cleaner

May 2022- July 2022

Clean and maintain clients houses and apartments including full scrub downs of bathrooms and kitchens, dusting, vacuuming and mopping floors and floorboards. Maintain a schedule fit to complete the most amount of houses per day while preserving our reputation as the best local cleaning service. Additionally train incoming employees.

SKILLS

Attention to detail.

Work independently when needed.

Receptive to training.

Resourceful.

Physically fit.

Able to grasp new concepts quickly.

Versatile.

Basic C#

Basic Python

Microsoft Office Programs

Basic SQL

Basic Linux

Basic HTML

Basic CSS

Visual Studio Code

AWARDS

National Honors Society

Leadership High

High Academic Standing

HOSA (Health Occupation Students of America): First Place in Medical Research and Medical Terminology

LANGUAGES

Primary: English

Secondary: Basic American Sign Language(ASL)

Benefis Hospital, Great Falls, MT – *Laboratory Assistant I*

March 2022- April 2022

Performs venipunctures and capillary collection competently and expediently with as little discomfort to patient as possible. This service will encompass all duty locations according to the laboratory's needs, or any site indicated by the Laboratory Manager. Has thorough knowledge of test requirements, specimen processing, archival, and limited waived point of care testing. Can also service customers as a receptionist for the Laboratory, greeting, assisting and providing patient/family education. Maintains knowledge of Laboratory computer systems in the registration process, collection, receipt, and cancellation of specimens.

Petco, Missoula, MT/Great Falls, MT — *Junior Pet Stylist*

June 2021 - February 2022

Perform animal grooming duties, such as washing, brushing, clipping, cutting nails, and cleaning ears within a set time frame working independently on clients and with the customers. Offering advice on pet care and grooming necessities.

Walmart, Great Falls, MT — *E-Commerce Shopper*

April 2020 - July 2020

Fulfills customer orders by reviewing orders; locating, preparing, and packaging merchandise; ensuring the accuracy of orders prior to pick up; making appropriate product substitutions and consulting with customers as needed to ensure satisfaction; and following up on out-of-stock merchandise.

Hoven Equipment Co., Great Falls, MT — *Intern Service Writer*

May 2020 - December 2021

Proofread the technician description of work and verify technician time and the parts being billed to the customer. Verify serial numbers and record the information in our operating system. Create the work orders for the technicians to do their pre-delivery inspection on new equipment. Assist in writing up work orders for other customers such as lawn and garden customers or other clientele. Responsible as the final advocate between work and customer, making sure of customer satisfaction and proper billing.

Barnes & Nobles, Great Falls, MT — *Barista/Bookseller*

August 2019 - June 2021

Bookseller: Assist customers on the floor, check out customers at the registers, work in the music and kids department, arrange displays, and stock the shelves.

Barista: Ensure all customer transactions are processed accurately and in a timely manner. Prepare and serve drinks and food in accordance with the Café standards and health code. Perform all support tasks in the Café, including baking, completing prep sheets, cleaning cases and equipment, and restocking displays.

EDUCATION

Great Falls High School, Great Falls, MT

August 2017 - May 2021

Honors Diploma with a concentration in Music and Science. AP Statistics, AP Biology, AP English, Honors Anatomy and Physiology, Medical Terminology.

Great Falls College MSU, Great Falls, MT

August 2023

I am pursuing a computer science degree. Set to graduate May 2025.

