

# Shayla Stevenson

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3595 Shorthorn Dr NW  
Bremerton, WA 98312  
(360) 265-6102  
[shaylarose11@gmail.com](mailto:shaylarose11@gmail.com)

## EXPERIENCE

### **Costco Wholesale, Gig Harbor — Administration Manager**

January 2020 - Aug 2020

Efficiently managed administrative departments including Payroll, Inventory Audit, and Sales Audit, and Expense. Worked closely with our corporate human resources department to facilitate employee needs and spearhead warehouse training. Coordinated teams such as Safety Committee, Employee Club, and Senior Council as means to enact positive, sustainable programs. Organized facility improvements and maintenance by procuring bids, and creating and managing service contracts.

### **Costco Wholesale, Gig Harbor / Silverdale — Front End Manager / Assistant Front End Manager**

June 2018 - January 2020

Organized a large team to effectively manage daily business and operations related to the member experience. Forecasted sales and oversaw strategic payroll allocation. Launched successful campaigns that contributed to significant benchmarks, including member retention, membership upgrades, and co-branded credit card activations. Mentored and cultivated managers and supervisors to be effective leaders who represent the company's principles and culture.

### **Costco Wholesale, Silverdale — Merchandising Manager**

July 2016 - June 2018

Made strategic merchandising decisions by considering price, seasonality, inventory, and sales trends. Motivated a large team to accomplish

## EDUCATION

### **University of Washington, Tacoma — Bachelor of arts in Business Administration**

Sept 2009 - June 2011

### **Olympic College, Bremerton — Associates in Business**

MONTH 20XX - MONTH 20XX

## SKILLS

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## AWARDS

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