

Kevin Lawrence

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EXPERIENCE

Blackbird, Oakland, CA — Warehouse Manager

September 2018 - PRESENT

Hired as a delivery driver and routinely exceeded job expectations. Was promoted to Warehouse Manager within 2 years of employment.

Consistently followed CA cannabis product storage requirements and mandatory inventory record-keeping protocols.

Participated in the successful transition of cannabis distribution operations to the CA METRC track-and-trace systems.

Established the order fulfillment procedures and protocols that were successful at eliminating inventory discrepancies.

Maintained an accident free work environment through proper staff training and regular review of safety practices

Parkside Lending, San Francisco, CA — Wiresdesk

Jan 2017 - Sept 2018

Calculated and wired/funded mortgage loans for new home sales.

Minted, San Francisco, CA — Print Quality Specialist

October 2014 - January 2017

Hired for a contract position as a design associate, I exceeded my goals and was offered a permanent role as Print Quality Specialist.

Utilized various design programs to ensure the customers design was made to their liking.

Cultivated relationships with customers while proofing their designs before they make it to print to ensure customer satisfaction.

EDUCATION

The Art Institute of California Hollywood, North Hollywood, CA — B.A.

October 2009 - June 2012

Media Arts and Animation

SKILLS

Microsoft Suite

Adobe Creative Suite

Google Suite

Slack

CCTT-METRC

Atlassian: Confluence and JIRA project management

Cannabis Delivery Driver Applications

Cannabis Inventory Management/Distribution Software

EXPERTISE

Management

Quality Control

Training

Problem Solve

Design

CERTIFICATION

Cal/OSHA