

MeKayla Stephens

• Belleville, IL, 62220 • (618)960-6044 • mekayla.stephens@yahoo.com

EDUCATION

University of Missouri Columbia, MO
Bachelor of General Studies
Emphasis: Business, Economics, Cultural Studies
Expected: December 2024

St. Charles Community College
Associate of Arts, Arts and Sciences
08/12/2022

PROFESSIONAL EXPERIENCE

Alton Steel (Contract) Alton, IL
Purchasing Assistant

- Reconciling Accounts and Handling Invoices
- Follow ups with Buyers/Clients; Compile documents for AP
- Confirm payments and handle COLIs
- Review and Place Purchase orders; Record and Track in Excel

Target Belleville, IL
Guest Advocate

- Cash-handling
- Customer service

Amazon Edwardsville, IL
Warehouse Team Member

- Package Handling and Meeting Daily Quota
- Warehouse Experience

Frontline Logistics Columbia, MO
Amazon Delivery Service Partner

- Ensure deliveries are completed on-time
- Be able to problem-solve independently

Pizza Hut Columbia, MO
Shift Lead

- Manage a small team and deal with customer complaints
- Handle safe and deposits
- Count inventory and order product
- Handle payroll and calculate overtime hours

SKILLS

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- Microsoft: Excel, Word, PowerPoint, Google Suites, Reconciling, Customer Service, Purchasing, CIS, Macola, Written/Oral Communication, Multi-Tasking, Data Entry, Administration, Computer/IT, Organization, Typing, Time Management, Supervising, Filing, AP/AR, Payroll, Paycom, Auditing, Data Analysis, Auditing, Follow-ups, Liability insurance, Compiling Invoices, Mailing checks

HONORS & AWARDS

Summa Cum Laude May 2020
Ritenour Scholars Academy August 2019
Most Improved Player October 2016
National Honor Society October 2019

VOLUNTEER EXPERIENCE

College Algebra Tutor August 2019-December 2019

LEADERSHIP & ACTIVITIES

Ritenour High School Volleyball

August 2016-May 2020