**Brandon Stevens**

**Chicago, IL**

[**stevensbrandon683@gmail.com**](mailto:stevensbrandon683@gmail.com)

**2513218144**

**EDUCATION**

# High School Diploma in General Studies

ACE Technical Chicago,IL 2007 to 2011

**WORK EXPERIENCE**

# Machine Operator

**BAGCRAFT PAPERCON Chicago,IL**

**October 2015 to Present**

-Operate bag machine

-Perform basic cleaning duties

-Keep bag machine clean and sanitized Meet/exceed production goals

-Perform mechanical maintenance Operate electronic pallet jack

-Sort and label cartons

-Ensure a quality/food safe product

# Warehouse Associate/Sanitation (temp)

# Iron Mountain - Chicago, IL - March 2014 to October 2015

# Responsibilities

Perform basic cleaning duties

Clean and Sanitize warehouse as well as restrooms and offices Mix cleaning chemicals in a safe efficient manner

Meet aggressive daily goals set by upper management

**Machine Operator (Temp)**

**McNeil Automotive - Bolingbrook, IL - February 2013 to March 2014**

Responsibilities

Pick, pack and transport orders in a suitable manner

Operate Thermoforming machine

Inspect goods for defects and damages

Organize space in warehouse and perform cleaning duties

Operate router to cut mold from box base

Manually trim mold into proper shape

# Security Officer

**Securitas Chicago,IL**

**April 2012 to January 2014**

Responsibilities

* Monitor and patrol industrial as well as commercial premises to prevent intrusion and ensure security of doors, windows and gates.
* Monitor entrance and departure of employees as well as visitors to prevent theft and maintain security of premises.
* Write reports of Daily activities at the end of each shift.

# Customer Service Associate

# Walgreens Chicago, IL March 2010 to May 2013

# Responsibilities

* Greet and assist customers
* Process exchanges and refunds
* Take payment in exchange of items sold
* Exceptional understanding of counting, inspecting and checking in merchandise
* Highly skilled in stocking shelves, placing merchandise in stock room and selling floors
* In depth familiarity with conducting physical inventory and cycle counts
* Keep stock room and sales floor clean, neat and organized
* Assist customers with locating items throughout the store
* Keep track of outdated items and rotate items as needed

# Youth Mentor

# GoodFellas Boys Club

# Chicago, IL May 2008 to December 2010

# Responsibilities

* Mentored at risk youth
* Held weekly meetings
* Taught life skills
* Monitored behaviors
* Organized sporting events
* Chaperoned field trips
* Attended meetings with parents/guardians
* Participated in community events