

Kevin Sclafani

Buford, GA 30519

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Education

Gwinnett Technical College in
Lawrenceville, GA

Associate of Applied Science in
Computer Programming
Expected in August 2027

Skills

- Microsoft Office (Word, Excel, Publisher and PowerPoint)
- Strong computer-based skills
- Basic HTML and CSS
- Able to work well in high-pressure situations
- Energetic work attitude
- Quick at learning new skills
- Fluent decision-making
- Able to work with little to no supervision
- Customer service
- Inventory management
- Ability to work well with in teams
- Staff Supervision
- Data Entry
- Staff Scheduling

Detail-oriented, service-driven professional transitioning into the technology industry. Currently pursuing a Computer Programming degree—with coursework in programming logic, HTML, CSS, and ongoing studies in SQL and Python—I bring a strong foundation in both customer service and technical skills. Known for assessing client needs accurately and delivering high-quality, timely results, I am eager to leverage my meticulous organizational abilities and technical training in remote roles that foster innovation and growth.

Work History

Fulfillment Supervisor- Tackle/Tennis/Running/Inline Warehouse

Sports Warehouse, LLC, Alpharetta, GA

January 2022 - Current

- Ensure all customer orders are valid and charged correctly
- Communicate with other departments when necessary, regarding any inventory or order issues
- Smoothly execute daily fulfillment operations and prioritize customer orders appropriately
- Understand resources available to locate answers to questions
- Solving problems when they arise, using big-picture awareness and available resources
- Develop and implement procedures and processes with brand new systems
- Assigned tasks to team members to complete within designated time frames
- Field questions and provide assistance to Fulfillment Associates as necessary
- Provide directions to employees pertaining to daily operations, handling special circumstances and producing excellent work
- Provide feedback to management regarding employee performance and assist in employee reviews as requested
- Continually learn and develop skills, procedures, and information relevant to the position
- Demonstrate a sense of pride in my work and represent the company in a positive manner

Receiver - Tackle Warehouse

Sports Warehouse, LLC, Alpharetta, GA

August 2021 - December 2022

- Accurately receive all ground/freight inbound product
- Schedule, document and communicate deliveries and return authorizations
- Work independently and productively, prioritize work tasks with no supervisory oversight
- Communicate all purchase orders/packing slip discrepancies to all buyers, fulfillment operators, purchase order reconcilers and all other concerned parties in an accurate and timely manner
- Operated in house software and other necessary software applications, including but not limited to, libre office, office365, word, and excel with consistent accuracy
- Focus, maintain attention to detail and balance multiple tasks/duties in a dynamic

References

References available upon request

fast-paced environment

Lead Multimedia/ Live Stream Coordinator

Journey Church Buford, Buford, GA

January 2006 - December 2022

- Use Pro Presenter, OBS and other software applications to distribute service live in person and across multiple live streaming services
- Coordinate with other leadership in the church using Google drive to ensure all needs are met each week for Sunday Service
- Troubleshoot any technical needs through the church including but not limited to, Pro Presenter, Google Drive, OBS, Internet (ISP related issues) any multimedia related issues
- Maintain and organize all multimedia social sites (YouTube and Facebook)

Supply Chain Tech Lead - Supply Chain Management

*Northside Forsyth Hospital,
Cumming, GA*

January 2016 - August 2021

- Large scale inventory management
- Placed daily orders to fulfill warehouse stock
- Planned and executed new procedures to establish the most efficient process to complete daily tasks
- Communicated with vendors to coordinate returns or shipments of products
- Picked tickets for materials of assigned departments
- Coordinated efficient storage areas to optimize materials movements and minimize labor hours
- Operated computers and handheld equipment to manage incoming orders, organize deliveries and transfer packages to other departments
- Packed, secured, labeled and applied postage to materials to prepare items for shipment

Oversee and communicate with multiple employees to ensure all daily work is completed in a timely manner

- Trained all new employees on proper policies and procedures.

Retail Sales Consultant

*Prime Communications, AT&T Retailer,
Kennesaw, GA*

April 2014 - December 2015

- Cash handling experience
- Operate 'Point of Sale' systems
- Supervised multiple people
- Helped the department exceed sales goals
- Proficient in physical inventory
- Responsible for end of day procedure and deposit
- Dealt with Customers over the phone with follow-up calls.