

Sylvon Stevens

Production Coordinator

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Austin, TX 78753

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Skills

Strong leadership and communication skills with a background in management. I strive to work with excellence and great attention to detail regardless of my assigned task all while keeping my people (users) in center focus.

Figma

Canva

Video Editing - Divinci Resolve

QuickBooks Online

Google Drive

Experience

CareerFoundry UX Immersion Program/ Student

April 2022 - June 2023, Berlin, Germany

The program included training in UX research methods, rapid prototype iteration, stakeholder communication, and end-to-end design.

Wild Gift Coffee / Production Coordinator/Wholesale Trainer

Feb 2020 - PRESENT, Austin, TX

Create the flow of the work day by invoicing orders, creating labels, filling orders, shipping orders, overseeing communications with retail customers, and facilitating training classes as lead instructor. After being brought onto the team I made efforts to explore expenditure reduction methods for shipping processes as these were disproportionately impacting revenues.

BinxCorp / Espresso Machine Technician

Jan 2018 - April 2019, Pflugerville, TX

Manage preventative maintenance schedules, completing repairs, parts orders, and warehouse organization. During my time with the company, I handled point-of-contact communications with clients and streamlined scheduling days to reduce associated stress and increase service demand.

Thunderbird Coffee / Barista/General Manager

June 2012 - Jan 2018, Austin, TX

Oversee interview processes, training, schedule, and pay of all staff. Perform quarterly maintenance on all facility equipment. Under my

management, the company experienced a **20% increase in revenue** as overall efficiency and production processes were improved.

Education

CareerFoundry - UX Design Immersion Program

April 2022 - June 2023

Completed program covering training in all aspects of UX Design including:

- User Research
- Foundational Design Principles
- Usability Testing
- UI Design and Implementation
- End-to-End Design

McNeil High School/High School Diploma

March 2005 - May 2008, Austin, TX

Completed all curriculum requirements to obtain a high school diploma.

Accolades

President of the Austin Coffee Collective

Specialty Coffee Association Certified Barista Level 1, 2

Specialty Coffee Association Trained Instructor