

**Shawn M Stevens**  
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## **Summary**

I am a professional Projects Coordinator with extremely strong organizational skills; I lead my company's efforts in providing new and innovative services for our customers. Having recently earned my AA in Internet Technology and Network Security from Western States University, I look forward to bringing my skills into the workplace.

## **Work History**

5/2002 – Present                      American Business Forms & Graphics - Odessa, FL.

### **Project Coordinator / Product Design**

- └─ Graphic designing for forms, cards, and labels
- └─ Internet marketing strategies and Web Master
- └─ Online security and troubleshooting for the office network
- └─ Find adequate plant resources for production of forms
- └─ Review bids from plants and revise specs if necessary
- └─ Inventory control in our distribution center
- └─ Manage the archive placement and database
- └─ All aspects of customer service

9/1997 - 4/2002                      Sophisticated Systems Inc. – Oldsmar, FL

### **Production Manager \ Warehouse Manager \ Purchasing \ Technical Service**

- └─ Supervise day to day operations in the manufacturing sector as well as logistics
- └─ Train employees in the safe production of products. Time studies and efficiency control
- └─ Assist in the hiring, discipline and lay off of warehouse employees (human resources)
- └─ Aid in the design of new products for production Schedule production runs
- └─ Locate new vendors and purchase equipment, supplies, and inventory
- └─ Write procedures in WP and Corel Draw formats
- └─ Implement and monitor quality control procedures
- └─ Manage and modify procedures for efficiency
- └─ Troubleshoot issues that arise in the warehouse
- └─ Inventory control and logistics
- └─ Sanitation and OSHA compliance protocols
- └─ Set up workstations for the production team
- └─ Maintain the inventory database
- └─ Nightly system backup
- └─ Track long lead inventory and outstanding purchase orders
- └─ Telephone support for service personnel and end users including local warranty calls and installations when needed
- └─ Maintain listing status with listing companies such as ETL, and ARL

10/1995 - 6/1997                      Barnwell Nursing Facilities - Valatie, N.Y.

### **Dietary Purchasing \ Dietary Staff Supervisor**

- └─ Computerize and maintain complete inventory and ordering system for the dietary department.
- └─ Duties included data entry, filing, inventory control, bid pricing, interacting with various vendors, problem solving, monitoring sanitary procedures of the food storage areas, rotation of stock, and placing all orders for the dietary department.

**Education**

Chatham Central School – Chatham, NY  
High School Diploma 1989

Phoenix University – AA / IT  
April 2008

**Skills**

Strong computer skills using the following software:

- ┌ Corel Graphics Suite 12 and X3
- ┌ WordPerfect
- ┌ PageMaker
- ┌ Illustrator
- ┌ MSOffice
- ┌ Adobe Image Ready
- ┌ FrontPage editor
- ┌ HTML
- ┌ Site Builder Software
- ┌ PhotoShop
- ┌ HP scanning software
- ┌ Quark
- ┌ Peer to Peer networking
- ┌ Adobe 6.0
- ┌ Corel Rave and Gif Animation

**Other skills include:**

- ┌ Strong composition abilities
- ┌ In-depth computer knowledge
- ┌ Quick learning capabilities
- ┌ Organized
- ┌ Detail oriented
- ┌ Team player
- ┌ High aptitude for business environment
- ┌ Punctual

**References**

Provided upon request