

Denaeja Brown

Executive Career Summary Recent Graduate

Kansas City, MO

Enthusiastic, highly-motivated recent Business Administration graduate with proven leadership capabilities, who likes to take initiative and seek out new challenges. with a proven record of generating and building relationships, managing business plan projects from concept to completion. An adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

Authorized to work in the US for any employer

Work Experience

Packer/Quality Control

CKS Packaging, Inc - Kansas City, MO

June 2023 to Present

- Continually monitor bottle quality to ensure customer satisfaction
- Perform hourly leak detector and vision system checks using the designated test bottles
- Perform the following tests for all lines as per the required frequency listed in the control plan: finish measurements (i.e. T, E, ID, S, etc.), wall thickness, top load, wall thickness, bottle height and panel widths, weight, drop impact test, visual and bottle integrity inspections, volume and overflow, leak test
- Proficient at using the following equipment: calipers, scales, Magna Mike, height guage, top load tester, leak detector
- Perform line inspections at the required frequencies. Notify the Machine Operator and Production Supervisor of any defect product found
- Responsible for placing nonconforming product on hold, tagging each pallet, and ensuring the product is isolated and moved to the designated hold area
- Work with machine operators, supervisors, etc. to correct defective conditions
- Issue new specification sheets for production personnel at product changeovers
- Complete quality records neatly and legibly
- Maintain quality records
- Communicate all relevant information at shift changeover (product placed on hold, ongoing quality issues, machine status, etc.)

Trimmer/Packer

Illicit Gardens - Independence, MO

April 2023 to June 2023

- Trim at least 2lbs a day after 90 days
- Efficiently and effectively be able to trim bio-product to a packaging-ready status
- Execute standard operating procedures (SOP) and processes accurately.
- Manage workload efficiently to meet goals and consistently produce quality products.
- Maintain up-to-date work shift responsibilities on logs and inform direct supervisor of any changes.
- Clean and sterilize equipment and workspace.
- Perform other duties as assigned by management, such as (infrequently) defanning, harvesting, wet trimming, & hanging plants

Customer Service Representative

Radius Global Solutions LLC - Kansas City, MO

February 2023 to March 2023

- Greet customers while taking calls
- Verify customer's information
- Keep in mind key words to help answer and questions.
- Help solve customer's questions by reaching out to teams for further support.
- Keep information confidential

Delivery Driver

Instacart - Kansas City, MO

June 2021 to February 2023

- Communicating with customers about order status, delivery status, or any other pertinent information regarding their order.
- Picking up items from a store such as a grocery store or drugstore and delivering them to a customer's home or business.
- Loading groceries into a vehicle.
- Delivering items to customers within a specified time frame

Production Operator

US Farathane - Riverside, MO

June 2022 to June 2022

- Thoroughly inspect each part looking for defects of any kind.
- Communicate production and quality issues/concerns with associates.
- Record scrap and data every hour per work instructions.
- Ensure products are placed in the correct boxes for packaging and shipping.
- Follow all internal and OSHA required safety procedures.

Warehouse Material Handler

HealthTrust Supply Chain - Shawnee, KS

December 2021 to February 2022

- Process all outbound shipments from the warehouse.
- Process, pick, pack, stage, and ship all orders.
- Basic housekeeping duties; empty trash, recycle, pickup, etc.

Warehouse Worker

LSO Kansas City (Veryable Ops) - Lenexa, KS

December 2021 to December 2021

- Tearing down pallets off loading trailers. Sorting packages.
- Must be able to lift +50 lbs.

3D Glasses Worker

FULL MOON PRODUCTIONS - Kansas City, MO

September 2021 to November 2021

Passed out 3D glasses to customers

Postmates/Uber Eats Delivery Driver

Postmates/UberEats - Goodyear, AZ

November 2020 to September 2021

- Met incoming customers and provided immediate assistance.
- Listened to customer needs and preferences to provide accurate advice.
- Completed purchases with cash, credit, and debit payment methods.
- Worked flexible schedule to accommodate changing customer levels.

Amazon Flex Delivery Driver

Amazon.com - Kansas City, KS

March 2021 to July 2021

- Loading items and/or packages from Amazon's warehouse or production environment
- Ensuring that items are delivered to the various locations of Amazon customers in a safe and timely manner
- Reviewing orders before and after they are delivered to ensure they are complete, charges are correct, and the customer is satisfied
- Scanning the QR code of all the items to be delivered before they are loaded up
- Accepting payments for delivered items when required
- Complying strictly with all transportation laws, guidelines, and/or regulations and ensuring that a safe driving record is maintained
- Strictly adhering to assigned routes and following time schedules
- Preparing reports and other documents that are related to delivery.

CSI Agent in [REGRETS Music Video]

All Casting - Kansas City, MO

May 2021 to May 2021

- CSI Agent is notified about a murder at a Bar.
- CSI Agent approaches the crime scene to collect evidence and take pictures.
- A loved one approaching the crime scene searching for their deceased family member is then consulted by CSI Agent.

Cult Member Extra in [After All Music Video]

All Casting - Paola, KS

April 2021 to April 2021

- A Cult-Member extra dressed in white gown needed to stand around in the field surrounding Music Artist.
- Worked aside other Cult Members and Artists
- Professional Photoshoots

Inbound/Outbound Worker

AMAZON FULLFILLMENT CENTERS - Kansas City, KS

September 2020 to November 2020

- Locating merchandise to fulfill picking tickets;
- Labeling specific inventory types;
- Following proper loading and safety procedures at all times;
- Putting deliveries away in the appropriate areas;
- Stacking deliveries into the delivery vehicle as needed.
- Scanned, stored, and stacked items in pods and/or on pallets and gaylords.
- Responsible for storing merchandise in assorted size bins, to be pulled for the fulfillment of orders.

- Inspected items for damages, then scanned as they are stowed to ensure virtual and physical locations match the accuracy of inventory to prevent false overages or true shortages.

Front Desk Receptionist/Manager

Twisted Manez Beauty & Barber - Goodyear, AZ
February 2020 to June 2020

- Welcomed customers
- Assisted in helping answer questions customers may have
- Helped customers schedule and/or cancel appointments
- Organized and processed inventory
- Handled cash

Cashier, Cook, Crew Trainer

McDonald's - Buckeye, AZ
September 2015 to February 2017

- Restocked food items, including condiments and toppings, whenever they appeared to be running low.
- Addressed guest concerns and resolved all issues to guests' satisfaction.
 - Maximized customer service by training staff, overseeing operations and resolve issues in a timely manner.
 - Routinely removed trash and debris from the restaurant.
 - Successfully communicated with all team members to navigate job duties and complete daily tasks.
 - Consistently provided a professional, friendly and engaging service.
 - Developed and maintained positive working relationships with others to reach business goals.

Cashier, Stocker

Western Beef Supermarket - Roosevelt, NY
September 2014 to November 2014

- Replenished, restocked, and kept work areas clean, neat and organized for maximum productivity.
- Provided customers with information according to their requirements and ensured that they were directed or led to their choice of product.
- Attended to customer needs, questions and complaints by engaging and providing immediate and dedicated assistance.

Education

Modeling Certificate in Modeling Prep-Pro

Hoffman International - Leawood, KS
April 2021 to July 2021

BA in Business Administration

Northern Arizona University - Phoenix, AZ
2018 to May 2020

Associate of Arts in Business Administration

Estrella Mountain Community College - Avondale, AZ
May 2018

Skills

- Work well as a team member
- Conflict resolution
- Cash handling, register
- Stocking merchandise
- Ability to work at a fast pace with minimal supervision
- Front Desk
- Management
- Data Entry
- Time Management
- Administrative Experience
- Driving
- Delivery Driver Experience
- Budgeting
- Project Planning
- Presentation Skills
- Order Picking
- Warehouse Experience
- Materials Handling
- Customer service
- Microsoft Windows Server (7 years)
- Sales
- Communication skills
- English
- Customer service
- Leadership
- Driving
- Conflict management
- Windows
- Negotiation
- Cooking
- Warehouse management system
- Presentation skills
- Quality control

Certifications and Licenses

Driver's License

April 2021 to June 2027