

Steve Boyd

1015 Scott Rd.
Hazel Green, AL 35750
256-682-6584
slboyd752@gmail.com

Schooled in the high demand retail building industry; sporting an accomplished career conveying loyalty, growth, and a forte in problem solving. I have been given trusted responsibilities, lead mid-size teams, and recognized many times for my customer service abilities. I can offer my blue-collar work ethic, my ability to smoothly transition to any task needing attention, and to become that go to person at your business.

Skills / Programs / Software

Inventory control	Cash handling
Quality control	Time management
Cycle counting	Logistics
Forklift	Microsoft Excel
Narrow aisle reach truck	Microsoft Windows
Order picker	Microsoft Word
Shipping and receiving	Microsoft Teams
Project management	One Note
Key holder	Kronos Time Keeping
Retail management	Sterling customer management system
Customer service	Sales Force customer management system
Team building	Windows
Train employees	Genesis System (Lowe's Home Improvement)

Education

ENROLLED – Southern New Hampshire University
Major – Business Management – Focus Project Management

High School – Lee High School – Huntsville, AL
Graduate of 1995

Awards / Achievements

President's List – Winter 2023 – Southern New Hampshire University
Employee of the month Lowe's – 2015

References

Chris Ables
931-993-6827
Penske Trucking

Matt Hoffman
256-503-1689
Engineer

Patrick Baugher
256-777-9203
Lowe's Home Improvement

Amy Sims
256-698-2565
Huntsville Utilities

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Work Experience:

Yulista Holdings - Inventory Specialist II & Project Coordinator I **Huntsville, AL - April 2021 - present**

- Duties include: inventory control, Costpoint System, Dispo department, Manage simple Bill of Materials, and track materials through receipt. Prepares, submits, and tracks Work Orders for simple manufacturing jobs. Develop Bill of Materials (BOM) using required drawings and/or Statements of Work (SOW) for simple projects. Adheres to company policies and procedures in preparing, collecting, recording, and maintaining project data. Prepare professional correspondence to vendors, and customers as required. Perform inventory control activities by coordinating with the Property Department. Supports team leadership in accomplishing their duties and responsibilities. Ability to maintain calendar and schedule appointments and/or conference rooms. Set-up and clean-up for events and meetings. Responsible for general administrative duties, such as: filing, scanning, photocopying, typing, and data entry. Adhere to Security and Safety policies. Perform task in accordance with property, quality, and regulatory requirements. Perform various daily housekeeping tasks, responsible for maintaining work and storage areas in a neat and orderly fashion. Perform other various administrative duties as needed, assigned and/or required to meet the ongoing needs of the organization. Communicate and coordinate material status information to designated personnel. Conduct inventory counts, verify item storage, location, quantity, etc. Responsible for control and accuracy of material and records using both manual and electronic inventory control systems. Load and unload inventory as necessary. Utilize hand trucks, forklifts, hoists, conveyors, or other handling equipment to move material to and from aircraft, trucks, trains, etc. within the storage facility. Perform inventory functions by pulling, packing, delivering, staging inventory to and from the production floor and order picking. Accurate database entry to ensure physical counts match electronic records. **Reason for leaving: Job betterment, advancement within the company.**

Lowe's Home Improvement – Sales Floor Department Supervisor Pro **Madison, AL – Feb 2019 – April 2021**

- Duties included: inventory control, weekly cycle counts, quality control, coaching and training associates, managing performance, ensuring adequate department coverage at all times, clarifying needs and identifying solutions, closing sales, non-facing activities down stocking, inventory management, area recovery, ensure areas of the store are in stock and customer ready at all times, customer-focused behavior, encourage and enforce team to achieve sales and margin goals, keep management informed, delegate and follow-up on daily tasks, maintain a clean, safe, and secure work environment, lead associates in other departments, as needed, to meet the demands of the store, ability to engage associates and customers across departments, open or close the store, and serve as store manager on duty. **Reason for leaving: Job betterment and opportunity for advancement within a company.**

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Lowe's Home Improvement – Project Coordinator Interiors - Installed Sales Manager

Huntsville, AL – May 2014 – Feb. 2019 / Dec. 2008 – Sept. 2011

- Duties included: manage projects by coordinating with vendors, customers, department staff, delivery, and general contractors to ensure proper timing and completion of customers remodeling projects, solve any issues that may arise to satisfy customer expectations, as well as stay within company guidelines, inventory control specialist, inventory control, quality control, weekly cycle counts, manage the daily operation of installation sales, work with the Installed Sales team to ensure any issues were addressed, check status of orders and communicate order status to customers, communicate sales promotions information to associates, utilize internal systems and review reports to plan inventory levels, track orders, manage installation, acquire permits, and monitor and provide important feedback regarding service providers capacity levels. **Reason for leaving: advancement within the company.**

Lowe's Home Improvement – Assistant Store Manager

Athens, AL & Spring Hill, TN – Sept. 2011 – May 2014

- Duties included: inventory control store wide, weekly cycle counts store wide, quality control store wide, manage all customer service activities on sales floor, accountability for driving customer satisfaction results and reducing the number of customer complaints across the store by ensuring that superior customer service is delivered on a consistent basis, provide full leadership over the entire store at any point in the absence of the store manager, recruiting, hiring, training, mentoring, and coaching a professional and talented team of managers who support departments across the store, serve as initial contact with customers and facilitate movement of customer to sales associates, generate sales leads, improve sales floor coverage. **Reason for leaving: job closer to home.**