

Anetia Stewart

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Education

Bachelors in Communications Media
Indiana University of Pennsylvania - Indiana, PA
January 2010 to August 2014

Work Experience

General Processing

Last Chance - Phoenix, AZ

September 2018 to Present

Responsibilities

- customer service
- making sure merchandise is properly checked in and is accurately ticketed
- data entry
- completing all inventory processes
- research items

Merchandising/Itemization

Thred up - Phoenix, AZ

June 2018 to January 2019

Responsibilities

- quality control
- styling and photographing items that will be uploaded onto a website.
- put items into the inventory system through the use of a hand held scanner and keyboard
- place items in the right spot to be put away.

Receiving Associate**Burlington Coat Factory - Erie, PA**

May 2015 to March 2018

Responsibilities

- Receive freight and convey shipments from the shipping/receiving platform to backroom
- Process, ticket, store, move, and display merchandise
- Stock, organize and present new merchandise on the sales floor
- Perform other tasks as assigned by manager from time-to-time
- Customer service
- inventory

Caregiver**Private Duty - Erie, PA**

June 2016 to March 2018

Responsibilities

- Personal care
- cooking
- cleaning
- running errands
- going to appointments
- med reminders
- light housekeeping

DIRECT SUPPORT PROFESSIONAL II/TEAM LEADER**Erie Homes for Children and Adults - Erie, PA**

March 2017 to January 2018

Responsibilities

- Supervision of shift (s) as assigned.
- Provide needed direction to coworkers.
- Follow through with directives for the shift as given by CHC and PS.
- Data entry
- Participate in planning and implementing programs and activities.
- provides overall direct/personal care and program services for agency clients or residents.

Camera Operator**Nexstar Broadcasting - Erie, PA**

September 2014 to June 2016

Responsibilities

- Directing talent
- Preparing for pre-production
- Maintaining composition and camera angles
- Video editing