

Antonia Mathers

- Innovative self-starter seeks position offering opportunities for new professional and personal challenges and advancement. Possess a positive, can-do attitude and am driven to learn, improve and succeed.

Authorized to work in the US for any employer

Work Experience

Senior Coordinator

REVLON DISTRIBUTION CENTER - Roanoke, VA
April 2019 to August 2021

- Control and supervise all activities in the Customization department and office such as
 1. Keeping track of staffing
 2. Ensure quality standards are met regarding Customer requirements and production standards
 3. Operate and maintain equipment in the department
 4. Execute daily schedule while adhering to safety and company policies
- Supervise and train a core staff of leads
- Took direction from management to maintain production numbers
- Identified and coached employees on how to work more efficiently
- Problem solved logistical and personnel issues
- Cross-trained in other departments to support the warehouse when needed
- Led daily safety talks to the department to educate them on safe and unsafe behaviors
- Promoted from a Coordinator to Senior Coordinator after one year

On-Site Supervisor

Action Personnel/Elizabeth Arden - Salem,
VA August 2018 to April 2019

- Supervisor of all on-site temporary employees
- Recruit and retainment of employees
- Maintain time keeping database
- Monitor employee progress
- Maintain communication with client on labor needs/changes
- Continually look for ways to be more efficient and effective in all aspects of the position

Packing Associate

HSN - Roanoke, VA
April 2018 to August 2018

- Receive outgoing customer orders for packing and check for product accuracy

- Pack all orders quickly and efficiently
- Maintain positive production numbers
- Assist other departments as needed

Phone Banker

Wells Fargo - Roanoke, VA

November 2017 to March 2018

- Quickly and efficiently answer customer inquiries in a friendly manner
- Provide first call resolution while following strict guidelines
- Deliver exceptional service and identify products and services for customers to succeed financially

Opening Coordinator

Chuck E. Cheese's - Roanoke, VA

May 2017 to September 2017

- Oversaw daily opening of restaurant
- Generated daily operational reports and review of financials
- Filing of opening and closing paperwork
- Monitored shift cost control in regard to staffing, inventory levels and balancing tills
- Supervise Cast Members to ensure guest satisfaction with operations and scheduled birthday parties

Cashier

Kroger - Salem, VA

March 2016 to May 2017

- Greet customers and ring up items and refunds in a quick and efficient manner
- Handle customer questions about products, policies and services
- Maintain cleanliness of front end of the store

Records Clerk

Hopkins and Carley - San Jose, CA

August 2015 to November 2015

- High volume data entry of important documents
- Creation and update of physical and digital files and documents
- Monthly inventory and organization of physical files
- Retrieve and deliver files to paralegals and attorneys in a timely manner
- Complete projects well before deadline

Manager

AMC Theatres - Santa Clara, CA

May 2009 to June 2015

- Promoted from Film Crew to Supervisor June 2012
- Promoted from Supervisor to Manager August 2015
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency

Administrative Responsibilities included:

- Generated and analyzed detailed reports for inventory, cash flow and scheduling

- Respond to guest inquiries over the phone, through e-mail and in person in a timely manner
- Responsible for ordering and maintaining general office supplies
- Proficient in use of office equipment such as printer, fax, scanner and troubleshooting
- Filing of reports for all departments and maintaining retention schedule
- Supervised and trained film crew staff
- Helped organize, set-up and staff theater rentals for large companies such as Google and NASA• Identified key growth opportunities for the business by making action plans of how to increase concession sales and overall satisfaction of the guest

Education

Associate of Arts

Mission College - Santa Clara,
CA June 2013

Diploma

Adrian C. Wilcox High School - Santa Clara, CA
June 2009

Skills

- Call Center
- Customer Service
- Shipping
- Picking Packing
- Packing
- Picker Packer
- Warehouse Associate
- On-Site
- Management (4 years)
- Supervising Experience
- Office experience
- Data entry
- Microsoft Office

Certifications and Licenses

Driver's License

Assessments

Working with MS Word documents – Proficient

January 2022

Knowledge of various Microsoft Word features, functions, and techniques Full results: [Proficient](#)

Office manager – Proficient

January 2022

Scheduling and budgeting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.