

Alexis Vick

2156 W. Hedding St.

408-406-3193

San Jose, CA 95128

gardenia903@yahoo.com

Summary Of Qualifications: Talented professional with acute attention to detail and exceptional organizational skills with a focus on quality. I possess a strong knowledge of production based operations. I have the ability to multitask and to be effective in repetitious types of production. I understand the importance of meeting deadlines and of proper safety procedures.

Professional Experience:

United States Postal Service

1750 Lundy Ave San Jose, CA 94131

11/2014-01/2015

1300 Evans Ave San Francisco, CA 94188

04/2015-12/2015

Casual/Mail Handler

- Sorted 3 to 6 thousand letters and packages per day
- Dispatched 20 to 50 containers manually
- Loaded mail containers and letters onto conveyor belts
- Scanned packages and mail containers

Touch Point Compass Group/ Columbia St. Mary's Hospital

2333 North Lake Drive Milwaukee, WI 53211

08/2008-08/2014

Healthcare Food Preparation Associate

- Assemble and delivered 80 to 200 patient food trays per day
- Worked effectively with equipment in the dish room
- Answered department phones professionally

- Prepped 20 trays of the following days menu items
- Delivered stock to several hospital units including: Cancer center, diabetic clinic, pediatric units etc.
- Involved monthly with catering events with prepping and room setup.
- Maintained inventory and logged information while stocking

Milwaukee County Behavioral Hospital

9455 North Watertown Plank Road Milwaukee, WI 53226

11/2006-08/2008

Healthcare Food Preparation Associate

- Prepared and served food on patient tray line
- Delivered electronically operated carts to 8 to 10 units
- Loaded trays onto food carts manually

TJ Maxx

161 West Wisconsin Ave Milwaukee, WI 53203

04/2006-11/2006

Fitting Room Clerk/ Cashier

- Answered phones
- Assisted customers
- Worked on registers
- Helped with cleaning during closing

Education:

Milwaukee Area Technical College H. S. Diploma

12/09

Skills:

Strong organizational skills, Microsoft Word, Centrix, power jack experience, Customer Service experience, Production environment experience, stock/deliver products, I am dependable with a great work ethic

References upon request