

DELONTE WRIGHT

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SKILLS PROFILE

- Excellent Safety and Attendance Record
- Attention To Detail
- Excellent Customer Service Skills
- Sufficient in Microsoft Word, Excel, PowerPoint, Publisher
- Ability To Complete Tasks Neatly and Well Organized

EMPLOYMENT HISTORY

AT HOME CAREGIVER - WELLSTAR PATIENT

06/2011 - PRESENT

POWDER SPRINGS, GA

- PARAPLEGIC PATIENT

DELIVERY HELPER, CAPITOL MATERIALS

05/2019 - 06/2019

- HELP DRIVERS LOAD AND UNLOAD MATERIALS FOR CUSTOMERS ON A FLATBED
- UNLOAD VARIES SIZE OF SHEET ROCK AT CONSTRUCTION SITES
- TRAINED ON AIR BRAKES ON FLATBED TRUCK
- 12 HOUR SHIFT
- LOCAL DELIVERY ROUTES

Shipping/Receiving/Admin, MiMedX

11/2016 - Present (On Call)

Marietta, GA

- Shipping/Receiving/Clerical
- Awarded GEM (Going The Extra Mile) (2017- Shipping Department)
- Work with Quality Assurance Support Team to conduct a quality review of records and release products.
- Coordinate with sales reps to assure product gets to local facilities immediately such as various Wellstar Locations, Northside Hospital, Children's Hospital of Atlanta, and many more.
- Loading and Unloading Dock
- Outgoing and incoming calls to and from clients and customer service
- Validate requested shipping addresses against FDA regulations.
- Stand Up Forklift Certified. Use of Pallet Jacks as well.

Mail Clerk, Chattahoochee Technical College

1/1/2015 — 7/1/2016

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
 - b) Sanitized wiping cloth
 - c) Single use paper towel
 - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- D 3) When should you wash your hands?
- a) Before you start work
 - b) After handling non-food items (garbage, money, cleaning chemicals)
 - c) After using the restroom
 - d) All of the above
- B 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- E 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
 - b) Hot liquids (coffee, soup, tea)
 - c) Hot equipment (ovens, pots, chaffing dishes)
 - d) Harsh chemicals
 - e) All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
 - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
 - b) Wait until the end of your shift to clean it
 - c) Flag the spill and clean it immediately
 - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
 - b) No need to wear anything
 - c) Use an oven mitt or dry cloth towel
 - d) Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
 - b) Scraping
 - c) Washing
 - d) Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 - b) Spray with a sanitizing solution, then rinse with clean water and dry
 - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution