

CHRISTINA DRAKE

5880 Bernal Dr. # 1214 Dallas Texas, 75212 Cell: 214-480-1896

Email: CDrake1987@yahoo.com

Objective

I am a dedicated individual who has ambition to succeed in any given environment. My objective is to work for a company that will utilize my exceptional customer service and organizational skills. I am seeking a position that will offer a challenge and give me the opportunity to help the company advance proficiently and productively.

WORK EXPERIENCE

UT Southwestern Medical Center Dallas, TX

Housekeeping/ Aug. 2017-Feb. 2018

- Maintain a safe and sanitary environment for patients and staff throughout the hospital
- Exceptional written and verbal communication while providing quality services to patients
- Strong customer service and organizational skills

National Pounds Lab Dallas, TX

Receiving / Packing Clerk Sept. 2016-Jul. 2017

- Accurately selecting products to be packaged prior to shipment
- Sorting/Scanning items for shipment
- Maintain a detailed log of merchandise and equipment
- Ensuring that documents, forms, and labels are up to standard requirements

Dallas Bulk Mail Center Dallas, TX

Casual Mail Handler/ Aug 2007-Nov. 2015

- Maintain order and accuracy of sorted bulk mail
- Sorting Incoming/Outgoing mail according to alphabetical and numerical order
- Maintain a high level of productivity and light clerical duties

EDUCATION

L.G PINKSTON HIGH SCHOOL, Dallas, TX *Graduated, June 2005*

Skills- Customer Service, Loading/Stocking, Scanning, Clerical, MS/Word, Outlook