

# ASHLEY MACK

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Experienced assembly worker seeking position that would utilize my proven strengths in quickly learning new processes, multitasking abilities, and 5+ years' experience are utilized to promote the company's mission.

## EXPERIENCE

JANUARY 2016 – PRESENT

ORDER PICKER, PROLOGISTIX- ATLANTA, GA

- Efficiently pick customer orders for shipment
- Ensure that the correct number and type of product is loaded and shipped
- Assemble various types of merchandise for shipment
- Carry or transport orders to shipping locations or delivery platforms with material handling equipment
- Stencil, tag, or mark orders as requested
- Conduct physical inventory as required
- Ensure inbound and outbound shipments are accurate and free of damage

FEBRUARY 2013 – JUNE 2014

SUPPORT SPECIALIST, J.C. PENNEY- FOREST PARK, GA

- Assisted customers with merchandise
- Executed the merchandise strategy
- Replenished and restocked
- Received and unloaded merchandise and maintained stockroom
- Executed ticket pricing and signing on merchandise across the store
- Deliverer.com merchandise from online orders

JANUARY 2012 – JANUARY 2014

GENERAL LABOR, G & K SERVICES-ATLANTA, GA

- Worked in a fast pace environment while maintaining accuracy and / or exceeding production quotes
- Use RF scan system
- Read and interpreted documents such as safety rules, operating and maintenance instructions and procedure manuals

## EDUCATION

JUNE 2008

HIGH SCHOOL, ORR HIGH CHICAGO, ILLINOIS

## SKILLS

- Excellent Customer Orientation and ability to deal with complaints
- Proven ability to stand for long hours
- Track Inventory in appropriate system
- Good understanding of PF log and document maintenance
- Inspect goods for defects and damages
- Able to understand goods retrieval system
- Excellent understand of basic computer operations
- Strong mathematical skills
- Perform cleaning duties and maintain inventory space
- Demonstrate ability to organize merchandise efficiently
- Excellent understanding of safety precautions and procedures

## REFERENCES

Available upon Request

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.

a) Floors	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily/ Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should 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 up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?  
*consult management*

10. What do you do if you find Lost and Found items in a guest rooms?

*Take to front desk*

11. Describe the difference between a disinfectant and a cleaning solution?

*Disinfectant cleans germs on surfaces  
cleaning solution is more soap & detergent on surfaces*