

IMANI WILLIAMS

Stockton, CA

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I'm seeking a retail position where I can utilize my experience to grow.

Willing to relocate to: Modesto, CA - Tracy, CA - Stockton, CA



WORK EXPERIENCE

Warehouse Associate

GSO - Stockton, CA

August 2018 to Present

- Sort incoming shipment
- load trucks
- unload trucks
- sort incoming mails
- uses RF gun to put boxes in the appropriate bins.
- Shipping and receiving

Sales Rep

Vector Five

June 2017 to Present

- Cold call potential customers
- Schedule appointments
- Administer and input Invoices for all purchases
- Sale Vector Five products for purchase (Cutco Knives and Coffee)
- Met or exceeded Vector Five sales goals
- Provided outstanding customer services
- Up sold different products
- Handled multi cultural clientele

Caregiver/Personal Assistant

Jean banskin - Stockton, CA

January 2013 to Present

I been helping my grandma with my auntie for a long time. I help my auntie with

- Feeding tube
- bath/shower
- help her walk
- clean her room
- wash clothes
- medication
- doctor appointments

Volunteer

Lillian Sanders

October 2012 to Present

- Team player
- A leader
- Encourage my team to do better
- Score Keeper
- Snack bar (prepare food, clean up, set up, cash handling)

Volunteer

President of Club Connect, Lathrop Thunder, Instructor for the Poly Club, Member of the Black Student Union, President of Link Crew

Babysitting**Lillian Sanders**

April 2012 to Present

- Babysit 2-3 kids at a time
- Cook breakfast, lunch, and dinner
- Create actives for the children to do
- Tutor them on their homework
- Change diapers
- Give them bath and put them to bed

Dealer Service Representative**Kirby Vacuum sales - Stockton, CA**

May 2018 to June 2018

Human resources

Office work

File paper work

Train new dealers

Show them how to go Door to door

Talk about the product

Paper work

Sales

Office work

Clean customer carpet with the Kirby

Customer Service Representative**AMC Theatres - Manteca, CA**

November 2017 to January 2018

- . Seasonal
- . Cashier
- . Janitorial (cleaned, swept, and mopped theater, cleaned concession stand, cleaned bathroom)
- . Provided excellent customer service

Volunteer**San Joaquin Hospital**

January 2017 to May 2017

- Register and discharge patients
- Changed Patients beds, clean patients
- Stocked Shelves

- Assist nurses with administering medicine
- Socialized with patients



EDUCATION

Some college



SKILLS

- INTERNET EXPLORER (2 years)
- MICROSOFT OUTLOOK (2 years)
- MICROSOFT WINDOWS (2 years)
- OUTLOOK (2 years)
- WORD (2 years)
- Customer Service (2 years)
- Picker Packer
- Shipping Receiving
- Order Puller
- Warehouse Associate
- Unloading
- Shipping
- Forklift
- General Labor
- Loading
- Communication skill (10+ years)
- Word doc (10+ years)



ADDITIONAL INFORMATION

Skills

Microsoft Windows, Word 2013, 10 key, Power Point 2013, One Note 2013, Internet Explorer, Email, Copy, Fax, Microsoft Outlook