

Keisha Williams

Montgomery, AL 36116

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My goal is to work with a company that promotes growth and stability a company that I can have financial stability

Authorized to work in the US for any employer

Work Experience

Cashier/Customer Service/Cook

Pepi Food Services

March 2023 to Present

Assembly Line Worker

Hyundai Motor Company - Montgomery, AL

Present

Quality control inspecting car parts

Team Leader

Golden Corral - Montgomery, AL

April 2017 to March 2023

Administrative Assistant

Labor Finders - Chattanooga, TN

May 2016 to March 2017

Answer phone

Filing

Payroll

Handle Orientation

Cook/Server/Cashier

Ole Times Country Buffet - Hinesville, GA

January 2016 to August 2016

Cooked, prepared food in a buffet style setting, also waited on patron insuring that their services were met

Housekeeping

Siskins Hospital - Chattanooga, TN

January 2015 to July 2015

Duties included but not limited to daily operation of keeping the hospital cleaned and sanitized upon the discharging and the arrival of each patient

Material Handler

Finisher, Rock - Chattanooga, TN

November 2013 to May 2014

Duties included but not limited to daily operation of the warehouse such as assembling, loading, unloading, palletizing, shipping and receiving, finishing

Verifier / Auditor

Wal-mart Distribution - Port Wentworth, GA

January 2009 to November 2013

duties included but not limited to the daily operation of the warehouse such as verifying that that correct items are being shipped to the correct DC, ensuring that the correct item and UPC numbers matched

Inventory Specialist

WIS - Jacksonville, FL

February 2007 to January 2009

Duties included but not limited to the daily operation of cycle counting, inputting data into the computer for end of the year inventory sales

Certified nurse aide

Woodland Healthcare - Midway, GA

November 2003 to October 2006

Duties included but not limited to the daily operation of the healthcare facility such as feedings, grooming, taking vitals, charting, doing I & O's

Education

diploma in cosmetology

virginia college- Montgomery - Montgomery, AL

May 2017 to May 2018

Diploma

Key West High School - Key West, FL

June 1994

Skills

- Skills (5 years)
- General Labor
- Loading
- Order Puller
- Picker Packer
- Shipping
- Shipping Receiving
- Warehouse Associate
- Unloading
- Customer Service
- Call Center

- Customer Care
- Customer Support
- CSR
- Typing (3 years)
- Medical Office Experience (3 years)
- Computer Skills (6 years)
- Production (3 years)
- Manufacturing Experience (3 years)
- Mac OS
- Materials Handling
- Load & Unload
- Food Production
- Assembly
- Technical Support
- Assembly (4 years)
- Office Administration
- Microsoft Windows
- Food Preparation
- Active Directory
- Vital Signs
- Pallet Jack
- Plastics injection molding
- Quality control
- Help desk
- Management
- Computer hardware
- Sales
- Microsoft Office
- Computer networking
- IT support

Assessments

Customer service — Proficient

November 2019

Identifying and resolving common customer issues.

Full results: [Proficient](#)

Customer service — Proficient

March 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

not listed on resume but I have front office skills working within a medical office