

Justice up Grace

Cincinnati, OH 45229

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To obtain an entry level position in customer service where I am able to grow with the company and develop professionally, learn new skills, and share my enthusiasm and positive energy.

Authorized to work in the US for any employer

Work Experience

PSE Mail Processing Clerk

United States Postal Service - Cincinnati, OH

August 2022 to December 2022

Kroger stocker

Krogers - Cincinnati, OH

September 2020 to October 2021

I picked and packed and stocked the shelves at night

Cook/Prep

Longhorn Steakhouse - Cincinnati, OH

June 2020 to August 2021

Customer Service Representative

Fifth Third Bank - Cincinnati, OH

July 2019 to October 2019

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Wilmington College - Wilmington, OH

August 2018 to December 2018

Work Study Experience

- Picked/packed office supplies for companies
- Event set-up and tear-down
- Front Desk reception and Switchboard operation for Student Affairs Office

Production Worker

Steak N Shake - Cincinnati, OH

December 2016 to August 2018

Prepared menu items according to company quality and customer orders

- Ensured station was sanitary and followed safety standards
- Prepped Food: washed, chopped, stocked vegetables and meat items

Package Handler

Kings Island - Mason, OH

August 2017 to October 2017

seasonal)

- As a dock worker, unloaded packages from truck
- Operated RF scanner gun and operated pallet jack to fulfill orders
- Read ticket items to determine where to place products and placed them on pallets

Server

Krogers - Cincinnati, OH

September 2016 to December 2016

Cashier

- Rung up purchases, handles returns, and answers questions about products, policies, and services.
- Other job responsibilities include communicating with coworkers and maintaining a clean work environment.
- Perform basic mathematical functions and operate cash registers.

Picker/Packer/Shipper

Toyota - Hebron, OH

Food Service

Compass Group - Cincinnati, OH

Order Picker

Krogers

Housekeeper

RENNAISSANCE HOTEL - Cincinnati, OH

Housekeeper

Rennasaince Hotel - Cincinnati, OH

PSE Mail Processing Clerk

United States Postal Service

Education

Associate in Sports Management

Wilmington College - Wilmington, OH

August 2018 to May 2019

High school diploma

Robert A. Taft I.T. High School - Cincinnati, OH

August 2016 to May 2018

Skills

- Intermediate Microsoft Office Experience
- Relationship Builder

- Written & Verbal Communication Skills
- Customer Service Oriented
- Flexible
- Customer Care
- Customer Service
- Call Center
- Customer Support
- CSR
- Order Picking
- Shipping & Receiving
- Order Picker
- Materials Handling
- RF Scanner
- Pallet Jack
- Forklift
- Warehouse Experience
- Computer Networking
- Packaging
- Load & Unload
- Assembly
- Inventory Control
- Merchandising
- Microsoft Windows
- Microsoft Windows Server
- Dietary aide experience
- Meal preparation
- Dietary department experience
- Sales

Certifications and Licenses

Food Handler Certification

Computer Skills For Workplace