

ALISHA RODRIGUEZ

Camden , NJ 08105

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PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Office Management
- Schedule Management
- Nursing Assistance
- Customer Service
- Staff Management
- Sorting and Labeling

WORK HISTORY

10/2023 to 12/2023 **Inbound Customer Service**

Amazon – Deptford NJ

- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.
- Sorted, logged and distributed price change paperwork, labels and tags and guided other team members in ordering and receiving tags.
- Completed cycle counts and monthly inventory.
- Conducted regular inspections and audits to check quality and verify inventory levels.

09/2022 to 06/2023 **Receptionist**

Virtua Hospital – Moorestown, NJ

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Confirmed appointments, communicated with clients, and updated client records.
- Kept reception area clean and neat to give visitors positive first impression.
- Answered phone promptly and directed incoming calls to correct offices.

08/2021-04/2023

Food and Nutrition Representative

Cooper Hospital University – Camden, NJ

- Assisted with preparation and serving of food in line with established nutrition guidelines.
- Maintained food and sanitation standards to prevent food-borne illness and promote health.
- Provided support to individuals with special dietary need to meet unique nutritional requirements.
- Collaborated with healthcare professionals to provide optimal nutritional care for patients.

12/2021 to 05/2022 **Eligibility Specialist**

EDUCATION

Office Management
Camden County College - Blackwood, NJ