

## CONTACT

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📍 Norfolk, VA 23508

## PROFESSIONAL SUMMARY

A intelligent and driven college student who is eager to share my educational background and practical experience in a supportive work environment to better the world.

## SKILLS

- Proficient in Microsoft Office
- Leadership
- Health and safety training
- Communication
- Organization
- Dedicated
- Time management

## WORK EXPERIENCE

**FULFILLMENT ASSOCIATE** May 2023 - Current

Amazon, Suffolk

- Ensuring that orders are packed securely for customers to receive by doing so quickly and accurately. packing orders every day at a pace of 75 or more. As a Tier 1 associate in Pack - Singles.
- While working in vending returns I worked on packing consumers orders to return them back to the vendors as well as working on recycling, donating, and liquidating freight.
- As a key participant in the trailer dock release procedure, I make certain that trailers are sent out in sufficient time to guarantee that the packages are being delivered to customers by the promised delivery date.
- While serving as a DEA auditor, I utilize VISTA, VAST, and shipment tracking tools to look for lost shipments and containers within the warehouse. I also investigate common mistakes and identify their underlying causes. I ensure that the customer receives the required order on time by performing this crucial task.

**CAR WASH ATTENDANT** Apr 2022 - Feb 2023

Hertz Car Rental, Norfolk, VA

- Reviewed inspection checklists to ready vehicles for delivery to customers.
- Used hand tools and power equipment to clean vehicle exterior.
- Maintained vehicles to include vacuuming, washing and drying.
- Cleaned service areas regularly to maintain customer-ready appearance.

**HEAD LIFEGUARD** Jun 2021 - Aug 2021

High Serria, Hampton, VA

- Led customer service and patron engagement by overseeing lifeguarding operations, education and program coordination.
- Provided best-practice resources to maintain client safety.
- Led emergency response for life-threatening cases involving water rescue, injury, or health concern.
- Assessed equipment and recreational area to ascertain safety issues and recommend courses-of-action to promotes client welfare.

**SALES LEAD KEYHOLDER** May 2019 - Jun 2021

Aeropostale, Newport News, VA

- Managed cash drawer drops and prepared daily bank deposits to secure finances.
- Generated sales and performance reports to inform senior management of metrics.
- Delegated tasks to oversee store opening and closing functions.

- Reported suspicious behavior or inventory issues to support loss prevention.

## **EDUCATION**

**BACHELOR OF ARTS IN STRATEGIC COMMUNICATIONS** *May 2025*

*Old Dominion University, Norfolk, VA*

**HIGH SCHOOL DIPLOMA** *May 2021*

*Tabb High School, Yorktown, VA*