



# CORBIN KELLY

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## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Workplace Safety
- Flexible Schedule

## EXPERIENCE

**Associate** / Powerstop - Hodges, IL

04/2024 - 06/2024

- Collaborated with other departments to ensure successful product launches.
- Assisted customers with selecting items and answering questions about products.
- Ensured compliance with company safety regulations at all times while on the job.
- Checked inventory levels and replenished supplies when needed.
- Lifted heavy cartons and placed them onto conveyor belts for sorting purposes.
- Organized items in boxes according to size, weight, and type.
- Inspected products for defects prior to packaging.
- Wrapped finished products with protective materials prior to boxing them up.

**Associate** / XPO Logistics Packaging - Elwood, Illinois

06/2018 - 02/2020

- Organized backroom areas to maintain a clean and organized work environment.
- Trained new associates on store operations, policies, and procedures.
- Maintained accurate inventory records of incoming and outgoing shipments.
- Assisted in training new employees on package handling processes.
- Loaded and unloaded packages from delivery vehicles with manual and powered equipment.
- Reported any lost or damaged items to supervisors immediately upon discovery.

**Cook** / Chruch's Chicken - Texarkana, AR

09/2015 - 11/2016

- Monitored stock levels of food items and ordered more when necessary.
- Adjusted seasonings of dishes during cooking process in order to enhance flavors.
- Resolved customer complaints regarding food quality or services provided.
- Organized storage areas for efficient usage of space.
- Supervised and trained kitchen staff on proper preparation techniques.
- Adhered to food safety standards when storing and preparing foods.
- Maintained a clean working environment by sweeping, mopping floors, washing surfaces and emptying trash cans.
- Cleaned kitchen equipment, surfaces, utensils and dishes.
- Inspected kitchens for sanitary conditions before the start of each shift.
- Provided guidance to junior cooks regarding food preparation methods and techniques.
- Prepared meals according to recipes and menus, adjusted ingredients and cooking times accordingly.

- Managed inventory levels of ingredients and supplies necessary for daily operations.
- Tasted all prepared dishes in order to check flavorings, texture and presentation prior to serving them to customers.

**Associate** / Walmart - Texarkana, Arkansas

01/2014 - 09/2015

- Organized backroom areas to maintain a clean and organized work environment.
- Assisted customers with selecting items and answering questions about products.

cleaned bathrooms hourly

**Crew Member** / Queens Of Clean - Oak Forest, Illinois

08/2012 - 12/2013

Sweep mop, dust, light fixtures, clean countertops, vacuum

**Crew Team Member** / Eveready cleaning services - Oak Forest, Illinois

08/2010 - 03/2012

- Collaborated with other crew members to complete tasks quickly and efficiently.
- Adhered to safety protocols when handling hazardous materials or working with heavy machinery.
- Unloaded trucks of incoming merchandise in an organized fashion.
- Swept, vacuumed and dusted areas periodically to maintain impeccable cleanliness.
- Drove team success by quickly completing assigned tasks.

## **EDUCATION AND TRAINING**

**High School Diploma**

05/2010

Homewood Flossmoor Highschool - Homewood, IL