

Akilah Reaves

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Work Experience

Inventory Control Specialist

Eaton - Roanoke, VA

September 2016 to Present

safely operate warehouse machinery (forklift, order picker, & electric pallet jack) to accurately pull customers order and prepare for shipping according to customers specifications. Cycle Counting to ensure accuracy of inventory and tracking of products in a 5S lean directed environment using warehouse management software.

Forklift Operator/Material Handler

Streamlight, Inc - Eagleville, PA

September 2019 to March 2020

Material Handling, Safe operation of forklifts to replenish manufacturing supplies.!

Shipping and Receiving Clerk

Globus Medical - Audubon, PA

June 2019 to September 2019

According to customer requests using fed ex/ups shipping software, package and coordinate the shipment of medical devices and specimens according to the customers orders and patients needs

Machine Operator/Assembler

AlSCO - Roanoke, VA

February 2015 to June 2016

At alSCO I safely operated various machinery to produce finished products

Cashier and Customer Service

Zaxby's - Roanoke, VA

September 2014 to April 2016

Home Health Aide

Home Health - Philadelphia, PA

November 2013 to March 2014

Patient care, meal preparation, physical therapy, patient hygienic upkeep, wound care, patient medication administration, documenting patient activities and vitals.

School Bus Attendant

All City Transportation - Philadelphia, PA

September 2012 to June 2013

I ensured the safe transportation of children with special needs to and from school and after school activities, with the use and operation of chair lifts and any other safety devices necessary. It was also my responsibility to communicate with school officials, parents and other transportation providers to coordinate and record children's movements.

Sales Associate

Rainbow Shops - Philadelphia, PA
March 2011 to August 2012

While working at Rainbow Shops retail stores I assisted in customers purchases to assure satisfaction, provided outstanding customer to patrons, managed merchandise stock and displays, and handled cash, credit and return transactions.

Office Manager/Medical Assistant

Pediatric & preventive care associates - Philadelphia, PA
March 2001 to May 2004

Patient triage, file management, appointment setting, billing, vaccine administration, venipuncture, exam assistance

Education

Bachelor's in Business

American National University - Salem, VA
June 2019 to Present

High school diploma in Pharmacy

VIRGINIA WESTERN COMMUNITY COLLEGE - Roanoke, VA
Present

apprentices in pharmacty technician

DPT BUSINess SCHOOL - Philadelphia, PA
June 2009 to March 2010

Skills

- CASHIER (4 years)
- CUSTOMER SERVICE (Less than 1 year)
- RECEPTIONIST (Less than 1 year)
- RETAIL SALES (Less than 1 year)
- Forklift
- Warehouse Associate
- Reach Truck (3 years)
- Warehouse
- shipping
- RF scanner (5 years)
- Inventory Control

- Pallet Jack (5 years)
- Shipping And Receiving
- Microsoft Word (8 years)
- Excel
- Forklift Operator (3 years)
- Cherry Picker (3 years)
- WMS (3 years)
- Shipping Receiving
- UPS
- Logistics
- Shipping & Receiving
- Order Picker
- Warehouse Experience
- Microsoft Excel
- 5S
- Lean
- Materials Handling
- Order Picking
- Packaging
- Six Sigma
- SAP Customer Service, Cashier, Conflict Resolution, Machine Operation, Food Preparation and Service, Safety Machinery Operation, Record Management, and Clinical patient Care.
- Venipuncture
- Lean Manufacturing
- Manufacturing
- Laboratory Experience
- Home Care
- Experience Administering Injections ASSESSMENTS Retail Customer Service -- Proficient February 2020 Comprehending and responding to retail customer needs. Full results: <https://share.indeedassessments.com/attempts/a5264cd7e2909fc6bd5f61b6c062263ceed53dc074545cb7> Cognitive Ability -- Familiar May 2020 Combining pieces of information to form general rules or conclusions. Full results: <https://share.indeedassessments.com/attempts/e25d8f07a2e062933cbf71142f3f051ceed53dc074545cb7> Attention to Detail -- Highly Proficient March 2020 Identifying differences in materials, following instructions, and detecting details among distracting information. Full results: <https://share.indeedassessments.com/share>
- [profile/ d0ab89c528920fd95013b5a28f627ab1eed53dc074545cb7](https://share.indeedassessments.com/share) Work Style: Reliability -- Completed March 2020 Tendency to be dependable and come to work. Full results: <https://share.indeedassessments.com/share>
- [profile/ 08ee7063ecdc0624db5ee3f8497dda9aead53dc074545cb7](https://share.indeedassessments.com/share) Warehouse Associate -- Highly Proficient March 2020 Assesses the tendencies that are important for success in warehouse roles. Full results: <https://share.indeedassessments.com/share>
- [profile/ fff779771b224d8a0371bec1617275d6eed53dc074545cb7](https://share.indeedassessments.com/share) Customer Focus & Orientation -- Highly Proficient February 2020 Responding to customer situations with sensitivity. Full results: <https://share.indeedassessments.com/attempts/c4066e7992976d131da9eccf2ccc7fb8eed53dc074545cb7> Social Media -- Familiar January 2020 Creating content, communicating online, and building a brand's reputation. Full results: <https://share.indeedassessments.com/share>

- profile/ bf0355742d7c22721492584f51d87c9deed53dc074545cb7 Attention to Detail: Inventory -- Highly Proficient August 2019 Applying systematic processes for managing and storing products and merchandise. Full results: <https://share.indeedassessments.com/share>
- profile/ b3d81ea9626bf6f1b34ec7e478301b36eed53dc074545cb7 Work Style: Conscientiousness -- Completed August 2019 Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting. Full results: <https://share.indeedassessments.com/share>
- profile/ 745978e946c208be75e933936ea67fcdeed53dc074545cb7 Mechanical Skills: Aptitude -- Highly Proficient August 2019 Measures a candidate's ability to understand and apply mechanical concepts and processes. Full results: <https://share.indeedassessments.com/share>
- profile/ 6aa0c2f56d13f8515b6656e8efa7bcb4eed53dc074545cb7 Filing & Organization -- Familiar June 2019 Arranging and managing information or materials using a set of rules. Full results: <https://share.indeedassessments.com/share>
- profile/ 61835890fc66baa9dd704fd7e3b733aaeed53dc074545cb7 Basic Computer Skills: PC -- Proficient June 2019 Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems. Full results: <https://share.indeedassessments.com/share>
- profile/ d91300116700d2eb2cbd6073645d575deed53dc074545cb7 Hydraulic Systems Specialist -- Proficient May 2019 Measures a candidate's ability to apply mechanical reasoning when repairing malfunctioning hydraulic, pneumatic, and electrical systems. Full results: <https://share.indeedassessments.com/share>
- profile/ b36d1477e29e4bcbc8a4a8b5ff02478beed53dc074545cb7 Assistant Warehouse Manager -- Completed May 2019 Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: <https://share.indeedassessments.com/share>
- profile/ 74ff1714d1f94931636a0a4e348bbabdeed53dc074545cb7 Scheduling -- Familiar May 2019 Cross-referencing agendas and itineraries to avoid scheduling conflicts. Full results: <https://share.indeedassessments.com/share>
- to
- profile/ 037a392fe829dd2aa2a26c3e88897ceeed53dc074545cb7 Data Analysis -- Completed May 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: <https://share.indeedassessments.com/share>
- profile/ 67ec6de451047dec3b579462994f0b0feed53dc074545cb7 Warehouse Shift Leader -- Highly Proficient May 2020 Supervising warehouse staff and maintaining safety and security standards. Full results: <https://share.indeedassessments.com/share>
- profile/ 9f9ad5efc9e0d95994f0b66058e0b00deed53dc074545cb7 Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Leadership
- Quality Assurance
- Freight Experience
- Warehouse management system
- SAP
- Microsoft Word
- Customer service
- Microsoft Office
- Basic math
- Retail sales
- English
- POS
- Computer Networking
- Warehouse Management
- Typing

- Pharmacy technician experience
- Data entry
- Computer literacy

Certifications and Licenses

Forklift Certification

Assessments

Retail Customer Service — Proficient

February 2020

Comprehending and responding to retail customer needs.

Full results: [Proficient](#)

Cognitive Ability — Familiar

May 2020

Combining pieces of information to form general rules or conclusions.

Full results: [Familiar](#)

Attention to Detail — Highly Proficient

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Work Style: Reliability — Completed

March 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

Warehouse Associate — Highly Proficient

March 2020

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

February 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Social Media — Familiar

January 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Familiar](#)

Attention to Detail: Inventory — Highly Proficient

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Work Style: Conscientiousness — Completed

August 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Completed](#)

Mechanical Skills: Aptitude — Highly Proficient

August 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [Highly Proficient](#)

Filing & Organization — Familiar

June 2019

Arranging and managing information or materials using a set of rules.

Full results: [Familiar](#)

Basic Computer Skills: PC — Proficient

June 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Proficient](#)

Hydraulic Systems Specialist — Proficient

May 2019

Measures a candidate's ability to apply mechanical reasoning when repairing malfunctioning hydraulic, pneumatic, and electrical systems.

Full results: [Proficient](#)

Assistant Warehouse Manager — Completed

May 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Completed](#)

Warehouse Shift Leader — Highly Proficient

May 2020

Supervising warehouse staff and maintaining safety and security standards

Full results: [Highly Proficient](#)

Scheduling — Familiar

May 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Familiar](#)

Data Analysis — Completed

May 2019

Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: [Completed](#)

Forklift Safety — Familiar

May 2020

Best practices and safety hazards in forklift operation

Full results: [Familiar](#)

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