

# Alexa Alston

Rocky Mount, NC 27803

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Authorized to work in the US for any employer

## Work Experience

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### **Order Selector and Forklift Operator**

Martin Brower-Raleigh, NC

July 2024 to Present

- Receive order requests from supervisors and review order specifications.
- Utilize picking lists and ensure accurate selection of items from storage areas.
- Safely operate forklifts and other warehouse equipment to transport items to delivery pallets.
- Inspect selected items for quality and report any damages to supervisors.
- Pack and label selected items according to specific instructions.
- Collaborate with team members to improve order-picking procedures and reduce errors.
- Maintain a clean and organized work area to ensure smooth workflow.
- Operate stand up and sit down forklift

### **Order Selector/Production Worker**

McLane Company-Rocky Mount, NC

July 2022 to July 2024

- Assisted order selectors in locating and retrieving items from storage areas.
- Checked item information against order specifications to ensure accuracy.
- Prepared items for shipment, including proper packaging and labeling.
- Loaded delivery trucks with selected items, ensuring safe stacking.
- Collaborated with team members to improve warehouse processes and efficiency.
- Conducted regular inventory checks and reported discrepancies to supervisors.

### **Warehouse Associate**

Circle Graphics-Raleigh, NC

January 2022 to July 2022

- Fulfilling logistics behind receiving, processing, and storing inventory according to purchase orders and store policy.
- Ensuring timely delivery and loss prevention.
- Storing products, receiving incoming deliveries, scanning items, managing stock, and maintaining warehouse cleanliness.
- Inspecting products for defects or damages.
- Assembling and packaging products related to orders.
- Accurately filling customer orders

### **Production Operator**

Johnson Control DTC Workforce Programs-Tarboro, NC

November 2020 to January 2022

- Operate production equipment
- Maintain the warehouse's machines
- Assemble machinery parts
- Store products and materials
- Meet the deadlines of individual production tasks during shift
- Report on defective products or machinery
- Check stock levels and report deficiencies in products or raw materials
- Keep the worksite clean to avoid hazards from chemicals and fragile products
- Review and follow manufacturing manuals to build machinery
- Ensure shipping procedures are timely
- Transfer equipment manually or with forklift trucks
- Follow the company's safety and quality guidelines

## Education

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### **High school diploma or GED**

Nash Central High School - Nashville, NC

November 2019 to November 2019

## Skills

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- Cash Handling
- Cashiering
- Sales
- Retail Sales
- Merchandising
- Serving Experience
- Upselling
- Cleaning Experience
- Retail Management
- Assistant Manager Experience
- Store Management Experience
- Commercial Cleaning
- POS
- Busser
- Restaurant Experience
- Kitchen Experience
- Inventory Control
- Sales Management
- Time Management
- Customer service
- Stocking

- Order Picking
- Pallet Jack
- Warehouse Experience
- Shipping & Receiving
- Order Picker
- Reach Truck
- Packaging