

---

# ALLISON ST. MARIE

---

2625 Orthodox st, Philadelphia , PA 19137 ■ 484-649-1281 ■ stmarieallison@gmail.com

---

## Professional Summary

---

- Detail-oriented, hardworking and focused on keeping operations smooth and efficient. Highly organized in coordinating paperwork and records to avoid errors and delays. Work well under pressure to handle high-volume traffic.
- Hardworking and reliable focused on going above and beyond to support team and serve customers. Motivated to continue to learn and grow in anything I do.
- Dependable worker equipped for fast-paced work and changing daily needs. Serves customers effectively with attention to detail and hardworking approach. Seeks out opportunities to go beyond basics, improve processes, and increase customer satisfaction.

## Skills

---

- Fast Learner
- Works great with team members
- Verbal communication
- Multitasking
- Great people skills
- Easy to get along with
- Prioritization
- Problem-solving

## Experience

---

**Shipping and Receiving Associate**, 10/2016 to 12/2021

**La Colombe** – Philadelphia, Pa

Inventory Specialist.

Managing Amazon bulk order shipping packaging product

- Leveraged forklift
- Prepared work orders, bills of lading, and shipping orders to route materials.
- Checked and signed delivery slips to receive shipments.
- Utilized hands trucks, pallet trucks and other equipment to move heavy loads around the warehouse.
- Performed cycle counts to verify inventory, complete audits, and maintain records.

**Deli Clerk**, 05/2016 to 10/2016

**Shoptite** – Philadelphia, Pa

Customer Service

Restocked lunch meat

Checked displays daily to verify appropriate refrigeration temperatures.

Operated equipment, cleaned after use and kept adjacent surfaces sanitized.

Greeted customers, took orders, and recommended new products as part of comprehensive customer service.

Sliced, weighed, and wrapped deli items carefully to preserve freshness.

**Deli / Cashier**, 09/2015 to 03/2016

**Wawa** – Philadelphia, Pa

Worked in the deli making drinks and food.

Handled cash, check, and card transactions and maintained balanced drawer to facilitate large purchases.

Restocked, merchandised, and cleaned store before shift start to improve product visibility and drive sales.

Engaged customers, built connections, and maintained positive attitude.

Followed strict sanitation guidelines in cleaning display cases, floors, and counters.

**Winner Circle**, 04/2011 to 08/2015

**Dave and Busters** – Philadelphia, PA

Inventory Managements

Customer Service

sales

Restocked shelves

---

## Education

---

**High School Diploma:** Jun 2008

**Franklin Town Charter High School** - Philadelphia, Pa