

# Anastasia Davis

## **Customer Service**

Minneapolis, MN

[anastasiadavis17@gmail.com](mailto:anastasiadavis17@gmail.com)

6124039142

Authorized to work in the US for any employer

## Work Experience

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### **Forklift Operator**

Best Buy Distribution Center - Bloomington, MN

August 2016 to Present

- Ensured organization and security of all materials in storage area.
- Maintained forklift equipment to ensure proper functioning of the equipment.
- Assisted in materials loading and unloading on platforms and lifting devices.
- Weighed materials, and recorded weight and other production data on tags.
- Completed forklift operator training annually, provided by company.
- Coordinated loading and unloading operations.
- RF scan gun for put aways
- Selected orders from itemized slot picking tickets and loaded trucks with product as directed
- Operated cherry picker and pallet jack.
- Documented and maintained assigned equipment condition on a daily basis.
- Performed other functions and tasks as assigned.

## Education

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### **High school diploma**

Ace Technical Charter High School

State Street - Chicago, IL

## Skills

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- multi-line (Less than 1 year)
- organizational skills (Less than 1 year)
- Customer Service
- Cherry Picker
- Forklift
- Forklift Operator
- Inventory Control
- Pallet Jack
- RF scanner
- Shipping

- Warehouse

## Additional Information

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### SKILLS

Strong knowledge of front desk and multi-line telephone systems

- Skilled in filling physical documents and maintaining e-files  
Excellent communication, interpersonal, and organizational skills

- Self-motivate, and matured with helping attitude  
Well-dressed and good-looking person with pleasant nature

- Proficient in typing and operating desktop computer  
Strong desire to learn