

Antonisha Shonte Alston

2158 Coral Drive Rocky Mount, NC
27801

antonishaalston8738@gmail.com

Cell #: 919 809 0568

Industrious Warehouse Management with years of experience in managing and streaming office and warehouse operations. Aiming to apply my power and knowledge by my proven record of information management, scheduling with strict adherence to company policies towards the organization.

Work Experience

Warehouse Coordinator / Export Associate

Advanced Plastiform Inc - Spring Hope, NC

July 2018 to Present

- Load and unload trucks.
- Complete paperwork, respond to emails.
- Put away material until shipped.
- Hiring and training new employees.
- Handle all overseas shipments.
- Document filing and schedule planning.
- Schedule/cancel freight orders.
- Microsoft Word, Excel, and PowerPoint.
- Inventory Control & Supply Management

DISTRIBUTION OPERATOR/ SPECIALIST

QVC - Rocky Mount, NC

October 2010 to July 2018

- I fill orders that have been placed online or by phone.
- I transport the product to the production lines.
- Transport finished product onto the truck for delivery.
- Help with packing product, moving it to load area until product is to be shipped.
- Contribute to moving produce to shipping area, assist with shipments and help with canceled orders.
- Load product onto the trucks for shipment.

SHIFT LEAD/ HR COORDINATOR

JARDEN - Spring Hope, NC

August 2008 to May 2010

- Handle the day to day operation to Payroll• Assist with benefit.
- Accounts Payable
- Receptionist Customer service
- RFMS handle personal needs petty cash accounts for long-term-residents
- Process accounts payable and consolidated billing invoices and back up to new admits for facility.
- Data entry of charges and demographic patient information, assisted BOM in all aspects of monthly billing including follow up, reporting and reconciliation

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- Monthly accounts receivable meeting with BOM.
- **CUSTOMER SERVICE / STOCKER/ LEAD ASSOCIATE**

HANDY-MART – Scotland Neck, NC

October 2006 to February 2009

- Customer service and retail management.
- Team management.
- Daily paperwork and bank deposits

FORKLIFT OPERATOR/PRODUCTION OPERATOR

HOSPIRA - Rocky Mount, NC

July 2005 to August 2007

- Inspect the product before releasing it to the production area.
- Pick up and transport product and wrap and place in a warehouse for storage.
- Unload the product onto the production line.

COOK/SERVER/DISHWASHER, DENNY'S

CLEAN TABLES - Gold Rock, NC

May 2004 to June 2005

- Serving customers.
- Cook and wash dishes.

Education

Bachelor's degree in business administration

Strayer University - Raleigh, NC

October 2017 to December 2022

HIGH SCHOOL DIPLOMA

NORTHERN NASH HIGH SCHOOL - Nashville, NC

August 1999 to May 2004