

# Asheera Sampson

Clifton, IL 60927

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Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Office Clerk**

NFI Industries-Manteno, IL

October 2022 to Present

- Data entry and filing
- Great attention to detail
- Assist with day to day operations

### **Customer Service Representative**

Circle K-Bradley, IL

November 2021 to October 2022

- Answer telephones
- Greet and assist customers with questions
- Registers customer purchases on assigned cash register, collects cash and distributes change as requested

### **Caregiver**

Manteno Springs-Manteno, IL

March 2021 to November 2021

- Assist in all aspects of resident's daily life, including activities of daily living, meal service, and social engagement.
- Follow work assignments daily
- Checks each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes

### **Cashier/Customer Service**

Love's Travel Stops & Country Stores-Kankakee, IL

November 2019 to March 2021

- Follow company work processes to receive, open and unpack cartons and totes; store merchandise in stock room or move directly to sales floor
- Operate cash register and flatbed scanner to itemize and total customer's purchase; bag merchandiser
- Responsible for cleaning my direct working area, the sales floor, restrooms, showers, gas/diesel pumps, and completing trash runs.

### **Forklift Operator**

DHL Supply Chain-Manteno, IL

February 2018 to February 2020

- Put away palletized units by lifting forks for placement into racks above floor height
- Pick palletized units out of rack locations above floor height and set up for outbound shipment

- Load and unload materials on and off pallets and skids

### **Cashier/Customer Service**

Caseys's General Stores-Kankakee, IL  
August 2016 to February 2018

- Follow safety, food safety and sanitation guidelines; comply with all applicable laws
- Process Customer Orders in an Accurate and Timely Manner
- Interacts with customers and resolves customer complaints in a friendly, service-oriented manner.

### **Clerk**

Little Caesars Pizza-Kankakee, IL  
September 2012 to June 2016

- Greet and assist customers in a friendly and professional manner
- Prepare food items according to company standards and recipes
- Maintain cleanliness and sanitation of the lobby and kitchen

## Education

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### **Diploma in General Studies**

Kankakee High School - Kankakee, IL  
2008 to 2012

## Skills

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- Certified Food handler
- Forklift Driver
- Reach
- Reach Truck
- Forklift
- RF scanner
- Warehouse
- Excel
- Microsoft Word
- Forklift Operator
- Coffee Experience
- Shipping & Receiving
- Materials Handling
- Order Picking
- Warehouse experience
- Computer literacy
- English
- Customer service
- Cleaning Experience

- Packaging
- Load & Unload
- Freight Experience
- Order Picker
- ERP systems
- Data entry
- Microsoft Outlook
- Administrative experience
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Office
- Microsoft Excel
- Organizational skills
- Office experience
- Typing

## Languages

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- English - Expert

## Certifications and Licenses

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### **Certified Forklift Operator**

#### **Driver's License**

October 2022 to May 2025

#### **Forklift Certification**

## Assessments

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### **Customer service — Proficient**

November 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Forklift safety — Proficient**

March 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.