

Charleston Russell

Covington, GA

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Work Experience

Amazon Delivery Driver

Amazon, Inc - Atlanta, GA

2019 to Present

- Transported and delivered goods and products to clients and their businesses in a safe and timely manner.
- Examined and reviewed orders before and after delivery
- Use navigation tools to arrive at the correct address

Night Shift Lead forklift cross dock

Ken Foods - McDonough, GA

2017 to 2019

Primary responsibilities were maintaining safe and healthy work environment by establishing, following,

- Monitored cross dock shipments and activities
- Monitored nightly production goals

Forklift Operator

Toys "R" Us Distribution Center - McDonough, GA

2014 to 2017

Maintained communication with upper management, staff, and vendors to ensure proper operations of the organization.

- Conducted +50 new hire interviews
- Managed a team of +15 staff members
- Tracked employee performance and conducted quarterly evaluations
- Worked closely with the safety department

Education

associate degree in Business Administration

Georgia State University

2004 to 2006

High School Diploma

Monticello High School

2000 to 2004

Skills

- Supervising experience
- Conflict management
- Driving
- Team management
- Forklift
- Interviewing
- Organizational skills
- Training & development
- Delivery driver experience
- Leadership
- Management

Certifications and Licenses

Forklift Certification

Present

Cherry Picker

Present