

Chelsea Wright

Port Wentworth, GA 31407

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Authorized to work in the US for any employer

Work Experience

Verifier

Dorel Home Furnishings - Port Wentworth, GA

February 2020 to Present

- Obtain and process product orders, including receiving deliveries, registering them and distributing packages and letters within the company
- Maintain the company stockroom through organizing, cleaning and cataloging items on a regular basis
- Schedule large shipments and plan logistics to ensure that there is sufficient storage space for incoming items and staff on hand to manage the shipments
- Keep files of goods shipped and received by preparing regular shipping and receiving reports for managers
- Handle issues arising in shipping or inventory handling
- Ensure adherence to environmental management and systems
- Troubleshoot shipping issues and customer complaints that arise and work to solve them
- Place merchandise in a warehouse or storage facility by packaging, lifting items as necessary, operating forklifts and pallet jacks for large goods

inventory, clerical assistant, dispatch

Midwest Air Technologies - Port Wentworth, GA

2018 to 2019

Cycle counting

- Scanning and labeling merchandise
- provide clerical support to the administration department
- manage incoming calls
- process incoming/outgoing mail
- handle requests for information
- prepare departmental correspondence and documents
- schedule appointments
- maintain and update the database
- collate and present information
- purchase office supplies
- liaise with other departments
- Manage visitors
- Filing records
- Invoices, PO's

Dispatch

Lead Cashier

Panera Bread - Pooler, GA
2015 to 2018

Monitored sales activities to ensure that customers receive satisfactory service and quality goods.

- Inventoried stock and reordered when inventory drops to a specified level.
- Created a positive atmosphere by smiling, greeting and providing a pleasant, friendly experience.
- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Established or identified prices of goods, and tabulated bills using cash registers or optical price scanners.
- Received payment by cash, credit cards, or debits, and issued receipts, refunds, credits, or change due to customers.
- Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans.

Order Selector

Dollar tree Distribution - Savannah, GA
2014 to 2015

Label boxes quickly, accurately and placed them on a conveyor belt

- Palatalize product as it is selected to build customer orders
- Deliver product to the dock in a safe and efficient manner
- Correctly label product so that label can be seen on the outside of the pallet
- Maintain great house-keeping to cut down the chance of a job incidents or injuries

Education

Associates in Business Administration

Saint Leo University - Savannah, GA
2017 to Present

Skills

- Typing
- Office management
- Sap
- Excel
- Outlook
- Ms word
- Problem-solving
- Scheduling
- Receptionist
- Customer Service
- Data Entry
- Organizational Skills

- Cash Handling
- Time Management
- Filing
- MS Office
- Quickbooks
- Sales
- Microsoft Excel
- Microsoft Word
- Order Picking
- Clerical Experience
- Warehouse Experience
- Shipping & Receiving

Certifications and Licenses

Certified Nursing Assistant (CNA)

July 2022 to July 2024

- Grooming and bathing patients with low mobility
- Preparing each patient room with necessary items like blankets, pillows, medical equipment and bathroom needs
- Helping patients eat and take medications
- Making sure they have regular meals and proper medication dosages
- Monitoring vitals and patient behavior and reporting them to the nursing and medical staff
- Assisting patients with mobility needs, transferring them from wheelchair to bed
- Turning or adjusting patients in bed to prevent bedsores or other discomfort
- Exercising patients by helping them walk

BLS Certification

CPR Certification

Assessments

Data Entry — Expert

October 2019

Entering data quickly and accurately

Full results: [Expert](#)

Shipping Labeler — Expert

November 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Expert](#)

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

Additional Information

SKILLS (Technical)

- MS Word
- Excel
- Outlook
- Typing skills - 37wpm
- Knowledge of office management systems and procedures
- Excellent spelling and grammar skills
- SAP Software

Core Competencies

- organizational and planning skills
- communication skills
- information management
- attention to detail
- problem-solving
- adaptability
- reliability