

Christal A Alston

2800 S.Halifax rd
Rocky Mount, NC 27803
Phone: 919-453-3059
christazia12310404@gmail.com

OBJECTIVE

To obtain a position where I can build upon and utilize my skills and abilities; to grow and advance within a good industry.

EXPERIENCE

Power Secure

Durham, North Carolina

Engine Mate

October 2020- present

Make sure motors, skids, and alternators are prepared to be put together correctly for different projects using the forklift as well as the crane to complete the job in a timely manner.

Power Secure

Durham, North Carolina

Shipping/Closeout

September 2019- October 2020

Made sure the right panels and labels were on the right project. Made sure mobile units were clean and staged for shipping. Load and unload company trucks using Forklift. Strapping and unstrapping truck loads.

UPS

Butner, North Carolina

Transportation Administrator Assistant

December 2017- July 2019

Document orders that needed to be pick up in a timely manner, and provide eta's from drivers back to facility for processing. Provide information for receiving clerk as well the transportation administrator using spreadsheets.

UPS

Butner, North Carolina

Receiving Clerk

January 2017- December 2017

SKILLS

Forklift Operator,
Crane Operator, Data
Entry, Inventory, SAP,
Multitasking, Soft
Skills
(Communication/Neg
otiation Skills), People
Skills

LANGUAGES

English

process invoices, use spreadsheet software, sort mail, letters or packages

The Body Shop Skin & Hair Care Preparations Ltd |

Wake Forest, North Carolina

Receiving Clerk

September 2016 - January 2017

obtain information to respond to requests., Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers

Revlon | Oxford, North Carolina

Packer

August 2014 - September 2016

make sure product is packed in a timely manner make sure product is in correct container as well as making sure the container is labeled correctly for proper packaging.

Subway Sandwich Shops, Inc. | Wake Forest, North Carolina

Sandwich artist

October 2011 - May 2013

Request and record customer orders, and compute bills using cash registers, multi counting machines, or pencil and paper., Wash dishes, glassware, and silverware after meals., Accept payment from customers, and make change as necessary., Serve food and beverages to guests at banquets or other social functions., Collect and return dirty dishes to the kitchen for washing., Arrange tables and decorations according to instructions.

Pizza Hut | Louisburg, North Carolina

Waitress

August 2008 - January 2010

greet and seat customer
after seat customer take customer food order.

Super Target | Wake Forest, North Carolina

backstocker/logistics

November 2006 - June 2008

made sure that stock room was in order
made sure that the shelves on sales floor where full not over full and whatever the sales floor did not need made sure that it was back stock in it's correct location in stockroom.

REFERENCES AVAILABLE ON REQUEST

EDUCATION

Rocky mount sr. high School rocky mount nc— *High school diploma*