

# Dawndria Cherry

Rocky Mount, NC 27804

[daizeelove4eva22726\\_jzm@indeedemail.com](mailto:daizeelove4eva22726_jzm@indeedemail.com)

+1(252) 664-3518

## Professional Summary

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **DSD Receiver**

Food Lion-Battleboro, NC

July 2024 to Present

- Received, inspected, and documented incoming shipments of merchandise
- Verified accuracy of shipment contents against purchase orders and invoices
- Identified and resolved discrepancies or damages with suppliers or carriers
- Organized and maintained inventory in designated storage areas
- Performed regular inventory counts to ensure accurate stock levels
- Utilized computer systems to update inventory records and track product movement
- Collaborated with purchasing department to coordinate returns or exchanges of defective or incorrect items
- Managed the process of returning damaged goods for repair or replacement
- Maintained a clean and organized receiving area, ensuring efficient workflow
- Followed safety protocols when handling hazardous materials or fragile items
- Communicated effectively with team members regarding any issues related to incoming shipments
- Collaborated with vendors/suppliers on scheduling deliveries and resolving delivery-related issues
- Updated electronic systems/databases with return information (reason codes, quantities)

### **Front Office Assistant**

Foodlion Grocery Store-Battleboro, NC

October 2022 to July 2024

- Greeted visitors and customers upon arrival, offered assistance and answered questions to build rapport and retention.
- Directed phone inquiries, answered customer questions and scheduled appointments.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Delivered clerical support by handling range of routine and special requirements.
- Maintained transaction security by verifying payment cards against identification.

### **Certified Medication Aide (PRN Status)**

Florence Staffing Service-Rocky Mount, NC

June 2017 to March 2022

- Checked vital signs on daily basis and contacted supervisor regarding patient health concerns or behavioral changes.
- Interacted kindly with patients and families and displayed positive, outgoing attitude, resulting in establishment of long-term, professional relationships.
- Coordinated daily medicine schedules and administration to help clients address symptoms and enhance quality of life.
- Took patient vital signs, height and weight measurements and monitored glucose and patient wellbeing.

### **Manufacturing Associate**

Universal Leaf Tobacco-Nashville, NC

June 2021 to December 2021

- Examined incoming materials and compared to documentation for accuracy and quality.
- Organized work to meet demanding production goals.
- Prepared reports and technical documentation of day-to-day production processes.
- Supported machine operators in setup and operation of production equipment resulting in efficient runs
- Organized work to meet demanding production goals
- Examined incoming materials and compared to documentation for accuracy and quality

## Education

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### **Online course in Nursing**

Nash Community College - Rocky Mount, NC

February 2009 to April 2009

## Skills

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- Reliability
- Medication Administration
- Patient Care
- Vital Signs
- Problem-solving
- Knowledge of Production Processes
- Medical Office Experience
- Team Work
- Materials Assembly
- Safety Standards Compliance
- Flexibility
- Information Updates
- Office Administration
- Clerical Experience
- Medical Terminology
- Front Office Assistant
- Project Coordinator

- Scheduler
- Clerical experience
- Customer service
- Medical terminology
- Project management software
- Project management
- Vital signs
- Manufacturing
- Office management
- Adobe Acrobat
- Microsoft Publisher
- Quality Assurance

## Certifications and Licenses

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### **Certified Medication Aide**

#### **CNA**

#### **CPR Certification**