

Jamela Collins
5141 Saint Rose Church Rd, Sims, NC 27880
562-528-4628
jamelacollinsaints5@gmail.com

KEY SKILLS:

- Strong Customer Service Skills
- Attention to Details
- Data Entry
- Strong Organizational and Time Management
- Proficient in Microsoft Word, Excel and PowerPoint
- Ability to handle multiple projects
- Professional Attitude
- Team Player

PROFESSIONAL EXPERIENCE:

Amazon Distribution Center, Garner, North Carolina

Warehouse Associate

November 2021 to Present

- Start and stop conveyor lines to control the flow of product
- Ensure proper load sequence
- Monitor software alarms for jams and overloads
- Monitor and report line capacity
- Comply with SOP
- Coordinate breaks, lunches and trailer changes
- Work safely to prevent injuries
- Receive and put away inventory
- Prepare customer orders and pack them
- Load boxes onto trucks for shipments
- Use scanners to read barcodes
- View prompts on a screen and follow directions accordingly
- Troubleshoot any issues
- Inspect products for quality standards

Amazon Delivery Station, Anaheim, California

Warehouse Packer (Seasonal)

September 2019 to September 2021

- Received stock to prepare for dispatch, loading and unloading
- Worked and comply with occupational health and safety guidelines
- Packed, weighed and labeled all items
- Reported any problems to supervisor
- Entered package information into Amazon database

Angel Stadium, Anaheim, California

Concession Worker & Cashier

April 2019 to September 2019

- Greeted each guest in a professional manner
- Used POS system while serving high volume of guests,
- Expedited food orders in a timely manner,
- Stocked products, set up condiment stations, cashier stations and display baskets,
- Cashed out at the end of shift
- Completed all proper paperwork,
- Assisted with preparation of food items

Queen Mary, Long Beach, California

Guest Service Attendant

September 2018 to October 2019

- Greeted each guest as they arrived at the entrance
- Scanned all tickets and issued wristbands
- Answered guest questions
- Supported supervisor when needed
- Operated 2-way radio

EDUCATION

Saint Anthony High School - Long Beach, CA

High School Diploma – June 2017