

JAYDEN DAVIS

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OBJECTIVE

Secure an entry-level office position to apply computer, communication, and customer service skills, with the opportunity for growth

SKILLS & ABILITIES

- **KNOWLEDGE OF MICROSOFT OFFICE**
- **OPERATE MOST OFFICE EQUIPMENT**
- **FRONT-DESK EXPERIENCE**
- **MULTI-TASKING SKILLS**
- **HIGHLY ORGANIZATIONAL AND PLANNING SKILLS**
- **TEAM-PLAYER**
- **QUICK-LEARNER**

EXPERIENCE

HEALTH TA

WalMart – Nashville, NC
JAN 2024 – PRESENT

AMAZON FULFILLMENT ASSOCIATE

Amazon Warehouse – Garner, NC
JAN 2022 – DEC 2023

WAREHOUSE WORKER

QVC – Rocky Mount, NC
FEB 2018 – NOV 2021

EDUCATION

SOUTHWEST EDGEcombe HIGH SCHOOL

PINETOPS, NC
High School Diploma, 2020

COMMUNICATION

Astute greeter, front desk and customer service experience give me an edge with written and oral communication skills

REFERENCES

Available Upon Request