

Jessica Haylett

Job Experience

Network Global Logistics

March 2016- Dec 2017

Clerk/ Night Team Lead/ Inventory Control Specialist

- o Inventory
- o Dock shipping and receiving
- o 3PL Accellos office software

- o Customer Service

Summary of Skills:

- Certificate in Word
- 60 wpm
- 3PL Accellos software
- Forklift Certification

- o Forklift driver
- o Recruit and train new employees
- o Data entry/ Clerical

Spartan Logistics July 2014- March 2016

Clerk/ Line Picker

- o Picker
- o Inventory
- o Customer Service
- o Data Entry
- o Train New Employees

Forge Staffing (Pizza Blends) September 2013- June 2014

Line Production Scrapper

- o Pick/Pack
- o Stacker
- o Sanitation
- o Line Operator
- o Quality Checks

Shapiro's Delicatessen November 2012- May 2013

Cashier

- o Customer Service
- o Stocker
- o Sweep/Mop
- o Money Handling

McDonalds April 2010- August 2012

Crew Member

- o Customer Service
- o Drive Thru
- o Food Prep
- o Clean Lobby, Dish washing

Five Guys Burgers N Fries November 2007- May 2010

Cashier/Floater {part time}

- o Customer Service
- o Food Prep
- o Money Handling
- o Maintained Dining Area

McDonalds March 2009- December 2009

Crew Member {part time}

- o Customer Service
- o Food Prep
- o Clean Lobby, Dish washing

Enzon Pharmaceuticals- Strategic Staffing March 2006- March 2009

Production Technician

- o Capped and Packaged Medicine
- o Inventory Unused Medicine

- o Worldwide shipping to various hospitals and clinics

Brightpoint- Elwood Staffing

January 2005- March 2006

Logout Specialist

- o Refurbish Cell phones
- o Process paperwork
- o Ship out to different retail stores

Education

High School Diploma

Lawrence Central High School

1999

References: Available upon request.