

KAIYY G. DAVIS

813-426-0288

Email: kgdavis5280@gmail.com

Trustworthy and reliable individual looking for a position as a warehouse associate with knowledge of shipping, receiving, packaging and inventory. Efficient and quick learner on new task. Works well in team environment. Diligent professional with solid work ethic.

HIGHLIGHTS

- Inventory management
- Scheduling proficiency
- Merchandise tracking
- Safety -conscious
- Customer service oriented
- Basic PC skills such as email and data entry

EXPERIENCE

5/2017 – 4/2020 TAMPA, FL

SHIPPING CLERK/LOCAL DRIVER, ACOUSTIMAC

- Prepared all outgoing shipment
- Reviewed shipment schedule for timely delivery
- Organized inventory for easy retrieval as new orders came in
- Maintained productive operations and documented damages to inventory
- Performed other duties and projects as assigned

4/2014 – 4/2017 CHARLOTTE, NC

WAREHOUSE MAINTENANCE, GORDON CONSULTING

- Kept a clean and safe work environment
- Track and document exact shipment arrival and departure times
- Tag and label merchandise
- Inventory was counted and confirmed daily for proper distribution

EDUCATION

1998-1999

ST. AUGUSTINE COLLEGE, CHARLOTTE, NC

Completed 12 credits towards a AS in Business