

KATRINA SVENDSEN

Management

279 Tickle Road
Westport MA, 02790

PROFILE

Hard working motivated reliable individual with a lot of knowledge and a lot to offer. what I don't know I can learn very fast and work very well in a very fast paced environment.

CONTACT

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774-888-9340

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HOBBIES

Hobby #1
Hobby #2
Hobby #3
Hobby #4

EDUCATION

Fairhaven High school

August 2004 – May 2008

[major in American studies and minor was in foreign languages and participated in the school to career program at Tobey Hospital in the surgical center helping patients and staff in my senior year. I received presidential award upon graduation.]

Coastal career program

April 2009 – April 2011

[Through the American red cross, I became certified as a home health aide, a nurse's assistant as well as a phlebotomist after doing internship and clinical hours.]

WORK EXPERIENCE

Stop and Shop Distribution Center shipping clerk

136 S. Main Street Freetwon MA,02702

(508)977-5125

Nestor Moldonado (supervisor)

May 05, 2022–March 07, 2023

Track, traces and updates the status of outgoing shipments. Maintains a clean, neat, and member ready area. Maintains an accurate log sheet of daily moves, scanning inventory and counting accurately. Engages with vendors and drivers with a positive attitude. Scanning and sorting outgoing stock. Pulling packing and loading items. Possess good written and verbal communication skills. Strong sense of time organization and urgency as well as the ability to work independently or as a team. Also was trained to assist with cranes when they malfunctioned on that shift so slinging winching and directing the movement of the loads ensuring the crane does not exceed the lift capacity for the pickers making the pallets being able to be able to do their job successfully.

FedEx Ground Package Handler

90 Salem Road North Billerica MA,01862

1(888)267-8572

January 20, 2019–July 29, 2021

Ashley (supervisor)

Sorted packages and stacked them on pallets. Adhered to all warehouse safety guidelines and reported any and all issues to the warehouse manager immediately. Loaded and unloaded packages at the warehouse while making sure that all packages were properly packed and loaded. Followed written and verbal instructions from the warehouse manager. Sorted packages on the line as they came from the top by odd numbers on one side and even on the other and with label facing forward for package handlers to read if it correlated to your truck it was then scanned and loaded into the specific section and prepared for delivery. Prepared packages for delivery using scanners handheld scanners and packing materials as well as using common warehouse tools such as pallet jacks, dollies, forklifts, hand trucks and conveyor systems.

Pizza Rustica Assistant Manager/Counter Help

December 28,2014–January 07,2019

1155 E. Atlantic Avenue Delray Beach FL,33483

1(561)279-8766

Josh (supervisor)

Essential job duties of a counter person are greeting customers, answering to inquiries, keeping the counter clean and organized, taking phone calls, managing inventories, collecting payments, helping other coworkers, stocking shelves, and promoting sales and special

offers. Assistant management duties I was responsible for varied from implementing office procedures, supervising projects, preparing reports, handling phone calls and correspondence, maintaining a good relationship with customers as well as organizing meetings and conferences. Payroll cash-handling bank-runs and cash-register experience for over at least a decade worth of experience. Dedicated to providing excellent customer service and making operational and procedural improvements. A friendly customer service manager with a can-do attitude and willingness to help at all times. Hardworking fast-paced adaptable person with a fast learning background and very open flexible schedule. Ability to multitask in cooking assignments as well as food handling and packaging and still provide accuracy and professionalism in customer satisfaction.

SKILLS

1. Customer service
2. retail
3. cash handling/payroll/deposits/cash-register
4. inventory/stock/order
5. warehouse
6. shipping and receiving
7. management
8. food prep
9. administrative duties
10. clerical duties
11. phlebotomy
12. private home care
13. warehouse machinery
14. schedule making

REFERENCES

Melisa Gagne
18 Roy St
Fairhaven MA, 02719
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Ingrid Gary
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North Dartmouth MA, 02747
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