

Keneisha Roberson

Material Handler - Federal Express Hub

Memphis, TN
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Authorized to work in the US for any employer

WORK EXPERIENCE

Material Handler

Federal Express Hub - Memphis, TN - April 2013 to Present

Load and unload planes quickly and efficiently

- Move products and materials by hand or with basic material handling equipment
- Decide and enforce company policies as per applicable regulations and procedures

Picker Packer

Nike - Memphis, TN - August 2012 to November 2012

Determined sequence and release of back orders per stock availability

- Distributed materials and supplies to customers from incoming requisitions
- Compiled, reviewed and maintained data from contracts, purchase orders, to assess supply needs

Childcare Provider

Learning World Day Care - Memphis, TN - June 2011 to August 2011

Organized and facilitated recreational activities (games, handicrafts, songs)

- Read to children, and taught lessons per the age group curriculum
- Assisted in food preparation (breakfast, lunch, evening refreshments)
- Dressed children, changed diapers and sanitized toys and play equipment
- Disciplined children and made recommendations

Picker Packer

PSF Web - Memphis, TN - October 2010 to January 2011

Received and audited stock items; recorded data within computer database

- Distributed products and supplies to customers from incoming requisitions
- Prepared products for use by repairing and assembling as necessary
- Sold materials, equipment and other items from stock in retail settings

Cashier

Forman Mills - Calumet City, IL - June 2010 to October 2010

Processed merchandise and handled various methods of payment

- Resolved customer complaints; handled turns and exchanges
- Ensured checkout stations staffed appropriately with adequate change/petty cash
- Stocked shelves, marked prices and arranged special sale store set-ups

EDUCATION

Associates in Business Administration

Southwest Community College Memphis - Memphis, TN

May 2010

Whitehaven High School Memphis - Memphis, TN