

# Kimesha Lee

Edwardsville, KS 66113

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(913) 295-8118

## Skills

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- Time Management
- Mail handling
- Attention to Detail
- Microsoft Word
- Customer Service
- Self Motivated

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## Work Experience

### **Mail clerk – USPS**

July 2024 to August 2024

- Assisted with the sorting of mail.
- Handled distributing mail to appropriate departments.
- Organized incoming and outgoing mail.

### **Warehouse Associate - Allegiance**

June 2024 to July 2024

- Assisted with the assembly of products.
- Handled packaging of merchandise.
- Assisted with loading materials as needed.

### **Warehouse/PIT Associate - Overstock**

July 2020 to Oct 2023

- Utilized cherry picker to assist with moving material.
- Used forklift to move furniture in warehouse
- Moved boxes to their designated area in warehouse.

### **Caretaker - Alliance Data**

February 2020 to March 2020

- Assisted clients with personal hygiene, bathing, and dressing.
- Handled preparing meals for clients.
- Provided help with general housekeeping.

### **Call Center Representative - Maximus**

May 2019 to July 2019

- Took inbound/made outbound calls to assist customers.
- Answered all customer's questions or concerns.

- Identified and assessed customer needs to achieve a satisfactory outcome.

**Caretaker/Housekeeper - Independence Inc**

January 2019 to March 2019

- Emptied waste baskets and disposed of trash.
- Handled dusting and vacuuming of facility.
- Kept daily organization of items.

**To Go Specialist - Applebee's**

April 2018 to June 2018

- Responsible for service to go guests.
- Took customer's order and payments via phone calls.
- Ensured orders were packaged accurately.

**Processor - Rally House**

September 2016 to December 2016

- Handled the packing of clothes.
- Input shipping information in computer system.
- Handled the shipping of items.

**Education**

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Schlagle High School - **High School Diploma**

Kansas City, KS

**PIT Equipment Certification**