

# Nakia Armstead

## **Fulfillment Associate - Amazon Fulfillment Center**

Zion, IL 60099

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(773) 837-2201

I am looking to secure a challenging position in a progressive company that will allow me to utilize my positive educational experience, as well as provide for long-term professional growth.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Fulfillment Associate**

Amazon Fulfillment Center

November 2015 to Present

- Receive products using radio frequency scanners
- Relocate products using powered-equipment (i.e. forklifts, pallet jacks, cherry pickers, and walkie-riders)
- Pick customer orders on all levels of a multi-level mezzanine, pack and ship customer orders, receive product and troubleshoot problems to resolution.

### **Shipping and Receiving Clerk**

Clear Staffing

November 2014 to April 2015

- On a daily bases I would Monitor the inventory match shipping log w/trucks
- Perform Data entry, filing as well as Communicating with clients and customers
- Conduct daily warehouse inventory and prepare for shipment
- Along with various other tasks

### **Welder/Machine Operator**

Crown Staffing

September 2012 to November 2014

FIC

- Welding Automobile parts together
- Packing and shipping car assembly parts and making sure all parts are secure
- Inspecting Automobiles parts
- Made sure all parts pass inspection

### **Funds Collector**

Salvation Army Corporate Center

November 2011 to January 2012

- I became a valuable asset in locating additional funding.
- I gathered additional funding for underprivileged individuals.

- I was in charge of allocating much needed necessities for the less fortunate.

### **Cashier/Shift Manager**

January 2007 to September 2011

Dunkin Donuts and Baskin Robbins

- I was responsible for providing optimal customer service.
- I also took on multiple duties, managing cash register balances,
- My duties include cleaning, handling managerial duties, all while using my team leadership skills to the best of my ability.
- I have had to delegate employee's duties for the day.

### **Veterinarian Assistant**

Dorchester Animal Hospital

May 2003 to November 2006

- I have assisted the doctor with surgeries, scheduling patient appointments.
- Some task include making sure the office is clean and presentable, sterilizing surgical equipment as well as maintaining client documents and files.
- Assisted with abused animals or euthanize those who cannot be returned to a reasonable quality of life.
- I have performed blood draws, and X-rays, along with bathing and grooming animals.

## Education

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### **Medical Assisting**

Everest College - Chicago, IL

## Skills

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Warehouse Associate, Nanny, Picker Packer, Shipping, Baby Sitter