

JAMES Lett

Dunn, NC 28334

lettjames914@gmail.com

+1 984 280 9494

Work Experience

Floor lead

Amazon-Garner, NC

February 2020 to Present

As the floor lead for Amazon the requirements where to make sure all personal in my department had all materials they need and to stay on task. I was task with handling small issues and concerns. To relieve anyone in case of a emergency. To delegate out task for the work period in areas need so that production flows smoothly.

Machinist Operator

Sumitomo-Raleigh, NC

February 2019 to June 2022

Job duties consisted of pulling fiber optic wiring materials, from wires, tubing, and reels in the production of fiber optic cable for Amazon, At&t, spectrum, etc. I also did pre-cutt orders of cable for shipments for local, different states, and over seas shipment.

Forklift Operator

FedEx supply chain-Benson, NC

January 2012 to January 2019

Job duties: where in the operatration of different types of warehouse equipment from sit down forklift, standard reach, single pallets jack, and double pallet jack. I also worked in shipping and receiving pulling orders for shipment palletize/ stage product process paperwork and load product in trailers and shipping containers for local and international shipments. The unloading of product staged and putaway product i warehouse location for storage. Working with inventory and QA that all product is in correct aisles and locations. I used RF scanners, iPad and laptop computers for many of these job functions.

Junior Electrician

PCX corporation-Clayton, NC

March 2001 to September 2011

Job duties built electronical hubs for Lowes, Walmart, etc. The electronical hub consisted of transformer, lights, electrical panels, and circuit boards. The hubs where built from start to finish prefabricated that would go out in the field we're power companies would junctions outside power to the hubs.

Education

Upper secondary education

Central Community College-Lillington, NC

June 2006 to October 2007

The field of study doing this time was for general contractor for zoning, and building. I was working in water,fire, and smoke restoration, and construction.

General Contractor (Certificate of Completion)

Central Carolina College-Lillington, NC

September 2004 to November 2004

Blue. Prints (Certificate of Completion)

Johnston Community College-Smithfield, RI

June 1998 to August 2000

High school diploma or GED

South Johnston high school-Benson, NC

August 1992 to June 1996

The four years that I was there i studied the four year requirements of study to graduate and I majored in the study of Arts.

Skills

- Cash register
- Grammar Experience
- Hospitality
- Document management
- Maintaining an organized workspace
- Organizational skills
- Productivity software
- Microsoft Outlook
- Mentoring
- Outdoor work
- Customer communication
- Negotiation
- Presentation skills
- Greeting customers
- Digitization
- Scanning
- Computer literacy
- Data entry
- Microsoft Excel
- Team development
- Office experience
- Customer complaint resolution
- Administrative experience
- Communication skills
- Leadership
- Sales
- Document management systems

- Clerical experience
- Safe work practices
- Basic math
- Attention to detail
- Team management
- Windows
- Marketing
- Retail sales transactions
- Retail sales
- Computer operation
- Client interaction via phone calls
- POS
- Record keeping
- Routine inspections
- Shift management
- Microsoft Office
- Customer service
- Phone etiquette
- Computer skills
- Phone call management
- Management
- Office management
- Office equipment management
- Property leasing
- Customer support
- Relationship building
- Time management
- Upselling
- Driving

Languages

- English

Certifications and Licenses

Driver's License