

# TOSHIBA McLEAN

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Wilson,, NC 27893 • 2522189924 • shebadenise44@gmail.com

## Professional Summary

Enthusiastic **Job Title** eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of **Task** and **Task** and training in **Skill**. Motivated to learn, grow and excel in **Industry**.

## Skills

- Communications
- Project organization
- Organization
- Problem resolution
- Customer service
- Team building

## Work History

**Picker Packer**, 08/2018 to 12/2019

**Rr Donnelley & Sons Co** – Wilson, N.C.

- Checked packing slips and other documentation to appropriately box items requested by clientele.

**Picker Packer**, 01/2020 to 03/2020

**Luxottica** – McDonough, GA

- Prepared orders for shipment by inserting associated paperwork, tagging boxes and scanning barcodes to upload package data to tracking system.

**Picker Packer**, 01/2020 to 01/2020

**Sonoco Products Co** – Wilson, N.C.

- Achieved production targets by maintaining high productivity levels and communicating effectively with team members regarding orders and fulfillment.

**Shipping Receiver**, 06/2004 to 10/2016

**Alliance One Tobacco** – Wilson, N.C.

- Orchestrated efficient routing by producing accurate shipping documentation and package labels.

## Education

**Highschool Diploma**: All Required, 12/2003

**Ralph L. Fike/Cornerstone Christian Academy** - Wilson N.C.