

# Danielle Harris

## **CDL Class A**

Chicago, IL

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(773)263-5038

secure a position where my skills and knowledge can be used to help promote growth within the company.

Willing to relocate: Anywhere

## Work Experience

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### **Warehouse Associate/Forklift Operator**

XPO Logistics - Shorewood, IL

2018 to Present

Operate powered industrial lift trucks (forklift) and order picker to push, pull, lift stack or move product, equipment, and materials

- Use Rcf gun with high level accuracy
- Load and unload trucks as required
- Adhere to the expo 7s program and maintain a clean environment at all times.
- Demonstrate an understanding of expo supply chain quality process
- Work in a manufacturing environment(hot and cold) with the ability to lift 50lbs. And sit or stand for long periods of time.
- Perform inbound receiving and outgoing process
- Fix troubleshoot problems
- Perform inbound receiving process

### **Ambassador / Warehouse Associate**

Amazon - Monee, IL

2017 to Present

-Manages pick ticket orders from warehouse staff and management and physically pulls inventory from the shelves to ensure accurate delivery of warehouse products.

- Receiving, storing, handling, shipping and preparing of product for customer delivery while maintaining the warehouse in a safe and orderly fashion.

-Report damaged products

- Work in a manufacturing environment(hot and cold) with the ability to lift 50lbs. And sit or stand for long periods of time
- Perform inbound receiving and outgoing process
- Use mathematic skills
- Fix troubleshoot problems
- Train new employees work skills to maintain high rates to meet company goals.
- Chart employees performance rates and determine if they need more training.
- Supervise warehouse associates
- Line lead responsible for closing and moving palettes to correct pick locations and maintaining order and cleanliness on product lines.

- Responsible for filling out and filling Amazon checklist for work standards and procedures of employees
- Set and meet company production goals.

### **Mental Health Specialist**

2016 to Present

Certified Lash Technician

Lavish Lashes Professional Eyelash Extensions

### **Package Handler**

UPS - Chicago, IL

2017 to 2017

Packing items to be delivered safely to there destination.

- Use hand tools, assembling cartons, sealing products, and completing tasks as assigned.
- Work in a manufacturing environment(hot and cold) with the ability to lift 50lbs. And sit or stand for long periods of time
- Load and unload trucks to be shipped
- Fix troubleshoot problems

### **Nursing counselor**

Hargrove Hospital - Chicago, IL

2016 to 2017

Mental Health Tech

- Help admit and discharge patients while maintaining close contact with them.
- Monitor vital signs.
- Observe patients behavior and file and enter records of their conditions using Microsoft
- Consult with doctors to help with treatment plan.
- \* Screen incoming and outgoing calls for doctors and patients.
- Use Microsoft Excel, Windows, word and other software programs
- Assign job duties to employees for the day.
- Ensure that everything is running smoothly to ensure the companies quality.
- Assign break times to employees to maintain the companies quality.

### **Mail Handler**

United States Postal service - Elk Grove, IL

2015 to 2016

Unload mail trucks and separate mail.

- Sort mail according to country, state and zip code.
- Operate sorting machinery for parcel post or processed packages, parcels, or letters.
- Lifts and carries packages and empty sacks of mail to be sorted, and pushing heavy rolling containers weighing up to 1,500 pounds.
- Unloads mail trucks as they arrive at the post office and separates mail that is to be delivered locally from that which must be sent on to other distribution centers.
- Removes mail from carrier sacks and prepares next load to be delivered.
- Fix troubleshoot problems

### **Mental Health Technician**

Madden Mental Health Center - Hines, IL

2014 to 2015

### Mental Health Tech

- Help admit and discharge patients while maintaining close contact with them.
- Monitor vital signs.
- Observe patients behavior and file and enter record of their conditions using Microsoft.
- Consult with doctors to help with treatment plan.
- \* Screen incoming and outgoing telephone calls for doctors and patients.
- Use Microsoft Excel, Windows, word and other software programs
- Place orders for new housekeeping material.

### Call Center Rep

SMS Service Center - Elk Grove Village, IL  
2013 to 2014

- Handle inbound and outbound sells calls to potential and current customer.
- Coordinate meetings for sales presentations.
- Ensure customer satisfaction.

### Volunteer

Boys and Girls Club  
2012 to 2013

- Ensure a clean environment.
- Help children with homework.

### Sales Associate

Athletes Foot - Chicago, IL  
2011 to 2012

- Guarantee customer satisfaction.
- Assist customers with inventory choices.
- Replenish store displays.
- Making sure store is always clean and pleasant.
- Count and Restock store inventory store inventory

### Camp Leader

XS Tennis Camp - Chicago, IL  
2011 to 2011

- Ensure clean safe environment for Children while engaging in camp actives.
- Successfully keep check of accurate records of staff and students using Microsoft
- Chart employees attendance records and assignment work duties for the day.
- Ensure that employees have everything needed to keep and ensure quality standards of the company.
- Sign out children ensuring there safety by checking files to confirm before releasing them to the correct parents.

## Education

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### Associate

Daniel Hale Williams Prep School of Medicine Chicago - Chicago, IL  
2009 to 2013

## Skills

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- Forklift
- Loading
- Picker Packer
- Shipping
- Order Puller
- Unloading
- Shipping Receiving
- Warehouse Associate
- Order Picker
- Pallet Jack
- Heavy Lifting
- RF Scanner
- Supply Chain
- Eyelash Extensions
- Warehouse Supervisor Experience
- Materials Handling
- Software Troubleshooting
- Computer Networking
- CNC
- Help Desk
- Inventory Control
- Manufacturing
- Delivery driver experience
- Customer service

## Certifications and Licenses

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### **CNC Machinest**

Present

Completed CNC program in December of 2019

### **CDL Class A**

December 2020

Graduate from Blue Horizon Truck Driving School

### **Forklift Certified**

## Additional Information

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Committed to creating a positive experience for customers

Strong work ethic / Quick Learner

Work well with Co- workers

Very enthusiastic

Love people

Leadership Skills