

Kianna Atkins

(919) 374-6707

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South Miami Blvd

Education - Hillside High School in Durham, North Carolina

Work experience

Kelly services, Pbm and Peter Millar (Floor manager / Mail specialist at various warehouse's) (2017- Present)

- Loaded and unloaded trailers in appropriate fashion
- Ran mail machines, formatted databases, sent mail, sorted mail
- Used RF scanner for order picking and checking
- Use of pallet jack
- Trained newcomers on procedures
- Stoked needed materials, stacked pallets
- Packed and boxed appropriate materials
- Took inventory of warehouse materials

(McDonald's) Crew Trainer of Various Fast food chains (2015-2018)

- Trained new crew members, briefed meetings
- Operated a cash register for cash, check and credit card transactions with 100% accuracy
- Priced merchandise, stocked shelves and took inventory of supplies.
- Cleaned and organized the store, including the checkout desk and displays.
- Handled all customer relations issues in a gracious manner and in accordance with company policies.
- Welcomed customers into the store and helped them locate items.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.

Volunteer Leadership Positions

- Youth missionary President (01/15/16-2018)
- Basketball Coaching (2016-2017)
- JROTC ARMY S1 (Personnel), S3, S4, (In control of army supplies), S5 (Public Connection, Ran social media), S6 (All event planning and budgets) (2013-2015)
- Hillside High school Student Government Association Senior Representative (2015-2016)
- CGBC Worship Leader (2013-2018)

Certifications

- Microsoft word
- Microsoft Powerpoint

Skills

- Loading and unloading trailers, Mail handling, use of Rf scanner, Supervising, micromanaging, Pallet jack, Pallet stacking, Mentoring, Team building,
- Leadership skills, Active listening skills, Credit card and cash transactions, Problem solver, Motivated team player

