

Queen Adams

Permanent Address

153 David Street Walterboro, SC 29488

- (706) 386-7028
- queenadams123@gmail.com

Temporary Address

100 West College Street Sumter, SC 29150

Objective

An employment opportunity to work in a business administration career field.

Skills

- Order Picking and Processing Shipment Procedures
- Handheld Scanners Cash Register Operation
- Team Player Credits and Refunds
- Attentive and Observant Inventory Stocking
- Premises Patrols Customer Transactions
- **Work History**

Package Handler, 10/2020 to Current

Fed Ex Ground – Augusta, GA

- Used hand-held scanners and physical logs to accurately track item movements.
- Assembled, sealed and loaded packages into correct trucks.
- Followed verbal and written instructions to properly move and ship products.
- Became team lead and trained other package handlers after working for 6 months and being
- crossed trained in many areas.

Cashier, 06/2017 to 06/2019

Zaxby's Chicken Fingers & Buffalo Wings – Augusta, GA

- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
 - Worked flexible schedule and extra shifts to meet business needs resulting in 5 to 6 extra hours of overtime,

Education

Bachelors: Business Administration and Management, Expected in 06/2024

Morris College - Sumter, SC

High School Diploma: 05/2019

Academy of Richmond County High School - Augusta, GA