

# Skylar Washington

Rancho Cucamonga, CA

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Picker/Packer**

Amazon - Moreno Valley, CA - October 2015 to Present

#### Responsibilities

I currently pick items that are chosen to be sent out to customers. I also did inventory. In inventory I would cycle count the items in the bins and enter it into the system.

#### Skills Used

Multitasking, moving fast, maintaining a good pace throughout the day.

### **Front End Associate**

Costco Wholesale - Fontana, CA - September 2015 to Present

#### Responsibilities

Help members with their items. Sometimes help the pack items into car. I do go backs on a regular basis throughout the day. I get items that members may have forgotten to grab.

### **Sales agent**

Convergys - Tampa, FL - March 2015 to June 2015

#### Responsibilities

I answered phone calls, and assisted at&t customers with any billing concerns, or payment arrangements. I also had to offer on each call, such as, upgrading phones, signing customers up for TV and internet services through at&t.

#### Accomplishments

Finished top of my class in my training program.

#### Skills Used

The skills I used most on this job was, excellent customer service, multitasking, patience with angry customers.

### **Front desk agent**

Sunrise inn - Las Vegas, NV - June 2014 to November 2014

#### Responsibilities

I checked guest in to rooms, made advanced reservations for repeat guest as well as first time guest, I managed the hotel during my shift, did nightly audits two days out of the week. Greeted guest in a great welcoming manner.

### **laborer**

so cal construction - Los Angeles, CA - January 2013 to September 2013

#### Responsibilities

General labor duties, threw out excess wood, placed furniture in rooms, hammered and axed stuckle, pushed wheel barrows, prepped rooms for dry wall.

**Medical Records Technician/ data entry**

Dr Mohinder Awluwhalia - Apple Valley, CA - January 2010 to December 2012

Responsibilities

Scanned all medical charts into system, filed and pulled charts for patients appointments, answered phones when office got very busy, scheduled appointments.

**Inventory worker**

amazon - San Bernardino, CA

Responsibilities

Cycle counting, I scanned aisles and counted items for inventory.