

Karleca James

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Summary

I am a highly organized and hard-working individual looking for a reliable position to gain practical experience in engineering operations and supplying administrative support. I am a diligent team player who strives in various environments and is committed to producing high-quality work. Having the ability to quickly familiarize and navigate computer programs. I am driven by a strong passion for problem-solving and a curiosity to understand building and infrastructure around me.

Skills

- Time management
- Attention to detail
- Analytical thinking
- Multi-tasking
- Adept
- Detail oriented
- Excellent listening skills.
- Experience in Microsoft Office

Education

Hillsborough Community College | Tampa, FL

2022

Associate of Arts

Experience

Ross | Valrico, FL
Sales and
Customer Service
associate
11/2020 -09/2022

- Provided excellent customer service by assisting customers with their purchases and addressing inquiries
- Collaborated with team members to ensure smooth store operations
- Resolved customer requests and complaints promptly and professionally

Amazon
fulfillment center |
Seffner, FL
FC Associate
07/2022- 09/2023

- Aided customers and drivers with delivery and product inquiries in a professional manner
- Maintained a well-organized work workspace and was recognized for safety
- Performed general warehouse duties such as picking and packing orders

Gracepoint
Wellness |
Tampa, FL
Front Desk

- Welcomed patients and guests
- Was in charge of the office inventory making sure doctors and physicists had the materials they needed
- Scheduled follow-up and assessments of office patients
- Answered patient calls coming in

11/2023 -07/2024