

Linnette Irene Capul

1448 Marymount Street, Riverside, CA, 92501 • (951) 217-3640

linnette.capul@gmail.com

Work Experience

SORTATION ASSOCIATE | AMAZON LOGISTICS | JANUARY 2018 - PRESENT

Shift: Night Sort

Process Guide (May 2019 – July 2020)

- Assisted managers and shift assistants with daily tasks to meet metrics
- Maintain communication between management and associates about safety, quality, and stow rates
- Track labor hours, including overseeing associates in indirect functions

Learning Ambassador (July 2020 - Present)

- Trains new hire associates regarding standard work procedures, expectations, and safety
- Oversees and advocates safety protocols to ensure a safe work environment
- Continuous bridge of communication between management and associates

Problem Solver (September 2018 – Present)

- Independently and cooperatively finish tasks to meet quality of customer satisfaction for on-time delivery
- Communicate daily handoff report to next shift
- Created an informal handbook for new problem solvers as guidelines to set up work station, understand terminology and correctly process problem solve packages (i.e. repacks, errors)

STUDENT FOOD SERVICE WORKER | RIVERSIDE CITY COLLEGE | AUG. 2015 – FEB. 2016

- Assisted in the kitchen to prepare, cook, and serve food while providing excellent customer service in kitchen facilities such as the cafeteria and catered events

Education

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Major: Sociology

Minor: Psychology

Anticipated Graduation: May 2023

RIVERSIDE CITY COLLEGE

Major: Psychology

Social & Behavioral Studies AA, Humanities AA, Psychology AD-T

Dean's List (Fall 2013)

Studied Abroad: Dublin, Ireland (Spring 2016)

Volunteer Experience

MEMBER OF ALPHA GAMMA SIGMA HONOR SOCIETY | SEPT. 2013 – DEC. 2015

Gamma Sigma Chapter (Riverside City College)

Organization is dedicated to fostering leadership, academic excellence, and community service

- Participated in: Habitat for Humanities, Operation Safe House, Magnolia Rehab, AGS Regional & State Conference, Get Fit Riverside
- Played an active role in organizing on-campus and community-oriented events
- Used innovative methods to distribute information and resources to benefit the community
- Coordinated with partnered organizations in multiple community service events in order to strengthen the relationship between on-campus clubs and organizations

TEACHER AIDE | ST. CATHERINE OF ALEXANDRIA CHURCH | OCTOBER 2008 – MAY 2016

Sunday Preschool and Nursery

- Assisted instructor teaching young children biblical lessons
- Encouraged appropriate social skills and behavior in a classroom environment

PERCUSSIONIST | RIVERSIDE CONCERT BAND | SEPTEMBER 2013 – MAY 2014

Non-profit organization as a community band

- Volunteer member that played various percussion instruments to the concert ensemble as an opportunity to continue to perform music for enjoyment and development for my musical skills post-high school

Achievements

RIVERSIDE CITY COLLEGE: STUDENT GOVERNMENT SERVICE HOURS BANQUET

Awarded to students who have completed a certain number of hours of community service per semester.

- Gold Award (Spring 2015)
- Silver Award (Fall 2013 – Fall 2014)
- Bronze Award (Fall 2015)

Skills

Adaptable to new processes

Proficient in Microsoft Word and Excel

Proficient in interpersonal &
communication skills

Enhanced training skills

Keen eye to quality control

Excels under pressure

Goal-driven

Community minded

Reliable and punctual

References

RONALD AMAYA | AMAZON AIR | OPERATIONAL MANAGER

- Contact Information
 - Phone Number: (909) 362-3458
 - Email: ronamaya@amazon.com

SANDY ORNELAS | AMAZON LOGISTICS | OPERATIONAL MANAGER

- Contact Information
 - Email: sandyorn@amazon.com

RACHEL MAHONEY | ST. CATHERINE OF ALEXANDRIA CHURCH | FAITH FORMATION

- Contact Information
 - Phone Number: (951) 781-9855 ext. 26