

SHETELKA BLACKMON

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OBJECTIVE

Seeking a position in any Career Industry with an opportunity for advancement.

- I'm willing to relocate
- Hard worker
- Desperate to work
- Any shifts
- Available to work

WORK HISTORY

Frontend Team Lead

Walmart

Albany, Georgia

Mar 2019 to Jun 2021

.managed the frontend/gas station
.trained associates
.made associates schedules

Online Grocery Department Manager

Walmart

Albany, Georgia

Oct 2015 to Mar 2019

.supervise associates
.shop online grocery
.trained
associates

Food Service Supervisor

Lee State Prison

Leesburg, Georgia

Oct 2010 to Oct 2015

.supervised inmates

BLS Operator

Calltech Communication

Albany, Georgia

Jul 2005 to Feb 2006

.provided customer service
.internet hook- ups
.solved internet problems

- Referred customers
- Repaired the internet

Food Service Specialist
United States Army

Fort Stewart, Georgia
Jun 2001 to Jun 2004

.prepared meals on a daily basis
.cooked, steamed, baked, broiled, fried
.ran outside line
.replenished salad bar
.cut up dessert

Rations and Utilities
United States Army

Fort Stewart, Georgia
Jun 2001 to Jun 2004

.answered telephones
.made work schedules
.reported work orders
.ordered materials

- Issued work orders
- Ordered materials

EDUCATION

Albany Technical College
Hotel, Restaurant, Tourism Management

Albany, Georgia
Jan 2005 to Nov 2007

.completed a total of 160 hours of training
.did intern at a George T. Bagby State Park

Calhoun County
diploma-graduated

Edison, Georgia
Jan 1990 to May 2001

.graduated with twenty-four credits
.college prep level

MEMBERSHIPS

SOFTWARE/SYSTEM SKILLS

.type about 20-30 words per minute

- Microsoft Office (Word, Excel)

LANGUAGE SKILLS

- Speak a little French

REFERENCES

References will be provided upon request.