

Alexandria Flowers

Hayward, CA 94544

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Willing to relocate: Anywhere

Work Experience

Delivery Driver

United Parcel Service UPS - Hayward, CA

November 2018 to Present

- Maintained a record of correct deliveries.
- Loaded and unloaded the truck and maintained an accurate inventory count.
- Read package information address barcode and label to determine where to look for a package.
- Sort items according to the destination.
- Use scanners to track parcel information, such as receipts or conditions.
- Making deliveries as quickly and efficiently as possible.
- Operating the vehicle in a safe and responsible manner at all times.
- Assisting with loading and unloading the truck and keeping logs up to date and ensuring valid information is recorded.
- Clean and sanitize comfort stations and other facilities.
- Examine and inspect containers, materials, products, in order to ensure that packing specifications are met.
- Maintain and evaluate inventory records on a quarterly basis.

Nanny/Babysitter

self-employed - San Francisco Bay Area, CA

June 2013 to Present

- Provided a welcoming, child-friendly environment, which encouraged social and emotional development
- Cared for babies and children aged 3 months - 12
- Cared for special needs child diagnosed with Autism
- Supervised and ensured child's safety
- Picked up children from school and extracurricular activities
- Coordinated essential educational programming with children
- Helped children learn numbers, shapes and colors and communication
- Bottle fed babies
- Prepared nutritious meals
- Helped children with bath time

Security Guard

San Francisco Bay Area, CA

March 2019 to February 2022

- unarmed Security Officer

- 3 years of security experience
- Excellent attention to detail during emergency situations
- Followed all security and safety regulations
- Conducted hourly dispatch reports
- Monitored security surveillance equipment
- Inspected parcels

Private Caregiver

self-employed - Los Angeles, CA

August 2017 to February 2021

- Caregiver for 9 clients
- Provided compassionate daily care
- Assisted client with everyday tasks, such as exercising and meal preparation
- Monitored daily health
- Took blood pressure readings
- Monitored client medication plans
- Prepared nutritious meals for client
- Arranged for delivery of all supplies requested by client

Sales Associate

NIKE & Champ Sports - Los Angeles, CA

September 2015 to April 2017

- Worked in sales, selling Nike products
- Greeted Consumers
- Offered knowledge about Nike products and services
- Communicated with consumers over the phone
- Entered consumers information into the computer
- Received and filed online orders
- Completed in-store purchases
- Handled in-store returns
- Signed up consumers for Nike App
- Audited and organized the whole store on a monthly basis
- Cleaned zone daily
- Replenished merchandise

Education

Some college in media production

Art institute north hollywood - North Hollywood, CA

September 2015 to June 2017

Some college in Computer Information Systems & Business management

Grambling State University - Louisiana

August 2012 to May 2015

High school diploma or GED

Skills

- Driving
- Delivery Driver Experience
- Load & Unload
- Box Truck
- Warehouse Experience
- Order Picking
- Packaging
- Security
- Merchandising
- Freight Experience
- Shipping & Receiving
- Materials Handling
- Landscape Maintenance
- Logistics
- Maintenance
- Lawn Care
- Microsoft Office
- Food Preparation
- Valet Parking
- Sales
- Heavy Lifting
- Cleaning Experience
- Microsoft Powerpoint
- Pallet Jack
- Mowing
- Assembly
- Surveillance
- Loss Prevention
- CCTV
- Human resources
- Payroll

Certifications and Licenses

Guard Card

CPR Certification