

# Alicia Garrett

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Looking for a career in assisting people with their everyday activities with a smile.

## Work Experience

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### **Chief Route Logistics Manager**

ZIDE HOLDINGS LLC - Dallas, TX

May 2018 to Present

Route and guide all employees nationwide to transport vehicles from A to B.

### **Driver/ Delivery**

Uber - Dallas-Fort Worth, TX

January 2016 to Present

Assist our fellow American by not drinking and driving to get around the Dallas Fort Worth Metroplex. Allow people to order food through an application and get their food delivered to their doorstep.

### **OVERNIGHT LOCKBOX PROCESSING SPECIALIST**

First Data - Dallas, TX

June 2016 to September 2017

Receive incoming mail through a security door, sort by different jobs, run through a OPEX 50/51 machine to open and prep for processing, scan with OPEX machine into WAUSAU system and process bill payments.

### **FULFILLMENT CENTER SUPPORT ASSOCIATE**

Amazon

October 2015 to May 2016

Inspect and Audit all incoming and outgoing merchandise in boxes and totes to assure quality and quantity are correct. Solve Problems that other associates have encountered so all packages are going to the correct Fulfillment Center around the World and delivered to the correct purchaser. Assist with the fulfillment of all Purchase Orders around the World because we are the main distributor.

### **SECURITY GUARD**

Sangar Cargo Security

March 2015 to April 2016

Ensure Security of Trucks and Trailers that come in and out of trucking yard. Write and record all traffic as far as people and vehicles. Accept and hand back any bills that are provided from the loads that truckers are bringing in and are leaving out. File and sort records copies of trackings and give originals to Manager of post.

## **OFFSITE MASTER MARKETING LEASING ASSOCIATE**

November 2012 to April 2015

Realpage

Assist with customers about leasing information as far as their needs and wants for apartments in different communities nationwide. Inform clients about features they are looking forward in having in the home, amenities within the community that's being offered, and pricing before they come to the communities for a visit and optimistically sign a lease.

## **CASHIER/SALES ASSOCIATE**

Wal-Mart

October 2010 to October 2012

Money handling, customer service, carry groceries for the elderly, Work with others to help ensure positive interactions and produce cleanliness of store; Assist coworkers with everyday projects for upcoming holidays and promotions; Potential to progress to a customer service manager

## **GRAPHIC DESIGNER**

Kohl's Department Store

September 2007 to June 2009

Changed advertising signs for upcoming sales; Helped to maintain the integrity of the store by assisting with inventory and fashion layouts; Customer assistant provider.

## Education

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### **High School Diploma**

Townview High School - Dallas, TX

## Skills

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60 wpm (Less than 1 year), customer service (2 years), OPEX (1 year), RECEPTIONIST (2 years), RETAIL SALES (2 years)

## Additional Information

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Skills Data Entry ( 10-key and 60 wpm), OPEX 50/51, Filing, Collating Documents, Sorting and distributing mail, Entering Addresses into UPS or FedEx Systems, Microsoft Office - Word, Excel, and Power Point for 2003, Internet, Fax Machine, Copier and Telephone. Money Management, Customer Service, Maintenance.