

# Kaylon Marks

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## EXPERIENCE

### **Fletcher Funeral Home, New Iberia, LA — Office Assistant**

March, 2017 - January, 2019

- Greet and welcome current and potential clients
- Direct visitors to the appropriate person and office
- Answer, screen, take messages and forward calls
- Ensure reception area, restrooms and offices were cleaned
- Collect and deposit monies

### **TJ Maxx, New Iberia, LA — Stock Associate**

January 2016 - March 2017

- Assist in stockroom duties including conducting inventories
- Organized and maintained merchandise in stockrooms, filled items in the selling floor as needed
- Unpacked new merchandise and prepared them for the floor by folding, hanging, or stacking
- Ensure all aisle were zoned properly
- Ensure work areas, sales floor and bathrooms are clean, orderly and safe

## SKILLS

Self-motivated, Interpersonal skills, Organized, Detail-oriented

## EDUCATION

### **New Iberia Senior High, New Iberia, LA — Diploma**

August 2014 - May 2018

### **Infinity College, Lafayette, LA — CNA, EMR, CPR**

August 2017 - May 2018