

# Marquilla Thompson

## Operator

Milwaukee, WI

keevia\_22@yahoo.com - (414) 416-7968

To obtain a position which entitles me to use my acquired skills and knowledge along with learning new experiences to help advance the company with efficacy and productivity.

### WORK EXPERIENCE

#### Operator

-

September 2017 to August 2018

WOYC • This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

#### Customer Service Representative and Order Management

Fizical Enterprises -

August 2014 to July 2017

- Working in an office environment entering sales data making customer phone calls, inbound and outbound.
- Confirming sales information payment information
- Worked on 150 orders per day

#### Picker/Packer

Fizical Enterprises -

November 2014 to December 2014

Almo Distribution • Scanning orders, packaging them for shipment, printing labels and receipts.

August 2013- May 20014

Assembly Team Member, Nature's Path

- Working in a fast pace to palletize cereal boxes and toaster pastries from conveyer belt onto pallets to be stored and shipped. Keeping a clean sanitary station/production area.

#### Residential Staff

Creative Health Care Solutions Inc -

August 2010 to April 2013

- Maintaining the safety, respect and dignity of residents. Administered and recorded prescribed medications.

- Assisted with personal cares and daily living needs of residents. Managed three to four residents at a time.

### **Assistant Teacher**

Milestones Program for Children -

May 2009 to November 2009

Physically and verbally engaged in daily learning activities throughout the day. Helped facilitate parent teacher conferences. Meal prep. Monitored children's play activities to verify safety, wellness and a safe play environment.

### **Assembly Team Member**

J.W. Speakers -

August 2008 to September 2008

Interpreted blueprints. Assembled computers with hand and power tools. Performed and submitted first pieces for inspection.

### **Mail Clerk**

U.S. Postal Services -

November 2007 to December 2007

Physically and verbally engaged in daily learning activities throughout the day. Helped facilitate parent teacher conferences. Meal prep. Monitored children's play activities to verify safety, wellness and a safe play environment.

### **EDUCATION**

Milwaukee Area Technical College - Milwaukee, WI

August 2015 to May 2016

### **Diploma**

Whitefish Bay High School - Whitefish Bay, WI

August 2002 to June 2006