**Kenneth Griggs**

**Windsor Locks, CT.**

[**Romeinaday860@gmail.com**](mailto:Romeinaday860@gmail.com)

**860-856-3419**

**WORK EXPERIENCE**

**Fulfilment Associate Amazon**

**Windsor, CT**

**July 2017 to September 2018**

Hired as fulfillment associate in pack department

Learned shipping process while getting hands-on experience in nearly all of outbound department

Consistently met and exceeded required rates while packing shipments Trained new associates at multiple jobs effectively

Excelled in fast paced, high motion environment and met goals when needed most

**Telemarketer**

**Safeguard Security**

**Windsor Locks, CT**

**October 2016 to May 2017**

Use Sales Genie/Google to find potential customers, make cold calls to potential customers up to 400 times daily, use of Microsoft office (word, Excel, and PowerPoint), Scheduling meetings with sales team and customers, occasionally meet with customers to finalize sales when personally requested by client

**Intern**

**Mark Griggs Architects AIA**

**Windsor, CT**

**January 2010 to January 2016**

Intern at architectural firm, basic AutoCAD and Revit use, Scheduling meetings via phone and email, measure buildings/offices, taking/screening calls in office, use of Sales genie to generate potential clients, basic knowledge of each step in building process (framing, electrical, HVAC, plumbing, painting, siding, roofing, ect)

**Shift Manager**

**Specialty Steel Treating**

**East Granby, CT**

**September 2014 to November 2015**

Hired as a machine operator, promoted to shift manager

Facilitated nightly meetings to review job orders and delegate tasks Responsible to complete orders under strict time deadlines Programmed furnace to correct specifications based on job order

Completed post production inspection, signed off on products Successfully managed production in a hot environment

**Selector**

**Poultry Products Northeast**

**East Windsor, CT**

**February 2014 to November 2015**

Poultry Products of NE

Accountable to accurately pick and pack orders for shipping Responsible to maintain clean, safe and orderly work environment

Required to have product knowledge to determine proper placement of items

**Selector**

**C&S Wholesale Grocers**

**- Windsor Locks, CT**

**- July 2012 to July 2013**

Used head set (Jennifer system) to find individual items within the warehouse Picked orders, placed on pallets, wrapped pallets and loaded for shipping Consistently exceeded production expectations and earned incentive pay Proven as a safe, quick and accurate employee capable of lifting up to 75lbs Completed and passed safety trainings

**Associate**

**Wal Mart -**

**East Windsor, CT**

**December 2010 to May 2011**

Stocked caustic materials in the household cleaning department Responsible to read and know msds reports

Assisted customers with locating merchandise throughout the store Performed maintenance tasks as needed

Accountable to uphold corporate standards for customer service and safety

**EDUCATION**

Some college in HVAC Lincoln Tech - East Windsor, CT June 2011 to April 2012

**SKILLS**

Microsoft office , Management, Pallet Jack , Forklift Operator, Warehouse Associate, Picker Packer, Shipping, HVAC

**ADDITIONAL INFORMATION**

Excellent communication skills on both interpersonal level and with office/telemarketing related tasks

Thrive in environment which requires multitasking and meeting goals/deadlines Organized in work and personal life

Dependable in any situation