**KELLY ADAMS**825 Ontario Road
Welland, ON L3B 5V6Phone: (905) 788-3751Email: kadams@gmail.com

**SUMMARY OF SKILLS**

* Works safely and efficiently with minimal supervision
* Detail oriented, self motivated, and able to work flexible hours
* Highly organized and customer service oriented multi-tasker with excellent interpersonal skills
* Great communication, time management and problem-solving skills
* Flexible, reliable, and dedicated team-player
* Ability to learn and adapt quickly in new and fast-paced environments
* Proven record of performing a variety of assembly operations

**EMPLOYMENT EXPERIENCE**

**General Labour** 2016 - 2017

National Steel Car Hamilton, ON

* Ability to read and understand documents for instant job orders, operating instructions and events manuals, time sheets, waste worksheets, every day production reports and the like
* Produced and assembled parts for the assembly line
* Maintained a clean, neat and orderly work area
* Helped in loading and unloading trucks, lifting up to 50 lbs
* Packaged materials and items according to specified standards

**Cashier/Customer Service** Jun 2014 to Aug 2015

Sunrise Flea MarketLake Worth, FL

* Established and identified prices of goods, services and admission, and tabulate bills using calculators, cash registers, and optical price scanners
* Answered customers' questions, and provided information on procedures and policies
* Calculated total payments received during a time period, and reconciled it with total sales
* Assisted with duties in other areas of the market bagging and carrying out customers' items

**Gym Membership Sales** Mar 2014 to Sep 2014

5 Star Fitness Boynton Beach, FL

* Responsible for promoting and selling memberships to potential new members and selling renewals/upgrades to current members
* Followed up on any potential new members
* Conducted gym tours and telephone inquiries
* Established and maintained a referral programs and lead boxes in the community on a monthly basis

**General Labour** 2014 to 2014

JYSK Welland, ON

* Used pallet jacks and forklifts to load/unload freight (pallets) from flat bed trailers
* Helped maintain a safe and clean work environment by keeping warehouse area and floors clean, stacked and aligned pallets from trailers with flatbeds, complied with procedures, rules, and regulations
* Maintained quality service by adhering to organization standards

**Page 1**

**Page 2 KELLY ADAMS**  (905) 788-3751 kadams@gmail.com

**Cleaner/Maintenance** 2013 to 2013

Specialized Quality Cleaning Grand Valley, ON

* Mixed water and detergents in containers to prepare chemical cleaning solutions
* Hosed down and swept areas
* Washed office glass, doors and walls
* Sanitized bathrooms, showers and locker rooms

**General Labour** 2012 to 2012

Dundalk Poultry Dundalk, ON

* Sorted merchandise to look for damaged goods and ensured only quality product was packed
* Picked and packed merchandise for shipping
* Ensured all food safety rules and protocol were followed
* Cleaned production room

*References Available on Request*