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PROFESSIONAL SUMMARY

Dependable candidate successful at managing multiple priorities with a positive attitude with a willingness to adapt and take on added responsibilities to meet team goals.

SKILLS

- Flexible and Adaptable
- Detail-Oriented
- Emotional Support
- Collaboration and Teamwork
- Honest and Ethical
- Fluent in Polish

- Quality control
- Friendly, Positive Attitude

EXPERIENCE

Sorter November 2020 - January 2021

UPS | Arlington Heights, Illinois

- Read package labels and sort to proper conveyor Assist with unloading packages from trailers Work at a quick pace on the line to ensure a safe work environment for co-workers
- Loaded, unloaded and transferred materials using standard warehouse equipment, taking additional precaution when moving fragile items.
- Facilitated communication among team to reduce process lags and troubleshoot issues effectively.

Cashier January 2018 - October 2018

Little Caesars | Lake Zurich, IL

- Assist customers with order selection/ checkout Handle payments and issue receipts Count money in cash drawers at the beginning of shifts to ensure that amounts are correct
- Worked closely with shift manager to solve problems and handle customer concerns.
- Worked flexible schedule and extra shifts to meet business needs.

Volunteer November 2016 - December 2016

Feed My Starving Children | Schaumburg, IL

- Used strong interpersonal communication skills to convey information to others.
- Maintained clean, neat and operational facilities to serve program needs.
- Provided immediate responses to questions from volunteers.

Volunteer Junior Counselor

June 2016 - July 2016

- Camp Vista | Fond Du Lac, WI
 - Offered guidance and advice to help cultivate self-esteem and community involvement.
 - Coached younger campers through personal issues and traumas.

EDUCATION

Lake County Tech Campus, Grayslake, Illinois Culinary Arts Student that: June 2020

- Restocked inventory and ingredient items to maintain optimal kitchen efficiency.
- Used coordination and planning skills to achieve results according to schedule.

GED June 2020

Lake Zurich High School, Lake Zurich, IL