

KATHLEEN ROSS

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My objective is to obtain part time employment Data Entry,

EXPERIENCE

APRIL 2022 – PRESENT

Document Scanning Specialist, OPM

- Verified the documents with the name of the companies and numbers on the computer.
- Work as a prepped with the paperwork, putting the papers in each box.

DECEMBER 2017 – JANUARY 2019

GENERAL MAIL CLERK I, OPM

- Verified that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Removed containers of sorted mail or parcels and transferred them to designated areas according to established procedures.
- Sorted and routed incoming mail, and collect outgoing mail, using carts as necessary.
- Affixed postage to packages or letters by hand, or stamp materials, using postage meters.
- Weighed packages or letters to determine postage needed, using weighing scales and rate charts.
- Removed from machines printed materials, such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Lifted and unloaded containers of mail or parcels onto equipment for transportation to sortation stations.
- Placed incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.

MAY 2012 – DECEMBER 2012

CREW MEMBER, MCDONALD'S

- Cooked the exact number of items ordered by each customer, working on several different orders simultaneously.
- Prepared specialty foods following specific methods that usually require short preparation time.

- Operated large-volume cooking equipment, such as grills, deep-fat fryers, or griddles.
- Washed, cut, and prepared foods designated for cooking.
- Cleaned food preparation areas, cooking surfaces, and utensils.
- Read food order slips, and prepared and cooked food according to instructions.
- Cleaned, stocked, and restocked workstations and display cases.
- Maintained sanitation, health, and safety standards in work areas.
- Verified that prepared food met requirements for quality and quantity.
- Measured ingredients required for specific food items being prepared.

EDUCATION

HIGH SCHOOL DIPLOMA, WPSD