

Olabisi Janet Olawore

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SUMMARY

A hardworking and smart worker that works hand in hand professionally with other coworkers to help customers have a better experience. Also, have a good manner of approach and a good communication skill to relate well with both staff, management, and customers. Fast learner, goal driven, creative, born leader with team working spirit and intelligent.

PROFESSIONAL EXPERIENCE

Stitch Fix- Plainfield, IN

Associate

July 2020 - Present

- Receiving items
- Checking for damages
- Sorting into sizes
- Stowing the items into the appropriate bin

Amazon Fulfilment, Whitestown, IN

Associate

March 2019 – July 2020

- Counting of items and reviewing all packed items
- Keeping track of inventory and preparing products for shipment
- Marking and labelling of containers

Reigners Construction Company - Nigeria

Secretary

January 2016 – February 2019

- Giving out materials to the workers
- Help in the preparation of the bill of quantity
- Typing and preparing the contract and letters
- Fill out information and ensuring the proper keeping of client's document
- Compilation of tasks
- Receiving materials

EDUCATION

WAYNE TOWNSHIP ADULT EDUCATION CENTER - Indianapolis, IN – Pharmacy Technician

National Healthcare Association ExCPT Exam and First Aid + CPR Certification

2/7/2022 – 6/9/2022

Soft Skills:

- Effective Communication
- Professionalism
- Promoting Team Work and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification

2022

References available upon request.