

**Alexandria Morton**  
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## **SUMMARY**

Team-oriented with goals to help others in a professional manner. Motivates others to be the best they can be. Able to adapt to the environment around me. Goal-oriented, creative, and determined. Able to work with people of all manners and able to relate to others.

## **PROFESSIONAL EXPERIENCE**

FedEx Express – Indianapolis, IN

### **Warehouse Associate**

February 2022 – December 2022

- Organizing Packages
- Keeping the workstation clean
- Providing assistance for coworkers
- Following safety procedures

Chester's in Marathon - Martinsville, IN

### **Cook**

September 2020 – December 2020

- Prepare food
- Serve customers with excellent attitude
- Clean equipment and workstation
- Total out prices

Plainfield Health Care - Plainfield, IN

### **Housekeeper**

January 2020 – June 2020

- Cleaned residents' rooms as well as communal areas
- Conversed with residents in a friendly manner
- Stocked the nursing home with supplies
- Made sure the residents got what they needed

White Oak Construction - Indianapolis, IN

### **Canvasser**

June 2020 – August 2020

- Went door to door in neighborhoods and spoke with homeowners about the company
- Filled tickets
- Set up booths and explained my work at fairs

## **EDUCATION**

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

**National Healthcare Association ExCPT Exam and First Aid + CPR Certification**

8/21/2023 - 12/21/2023

Whiteland Community High School, Whiteland, IN

July 26, 2014 – June 4, 2016

General Studies, Core 40 Diploma

**Soft Skills:**

- Effective Communication
- Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification 2023

OSHA-10 Certification Healthcare 2023

References are available upon request.