

Malachi Thomas

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Authorized to work in the U.S. for any employer

Professional Summary

Motivated and detail-oriented professional with a Bachelor's degree in Graphic Design and hands-on experience in fast-paced, team-based environments. Skilled in communication, organization, and creative problem-solving. Eager to apply academic knowledge and strong work ethic to an entry-level position offering growth and development within a professional setting.

Key Skills

- Microsoft Office & Google Workspace
- Data Entry & Administrative Support
- Visual Design & Content Creation
- Project Coordination
- Customer Service & Communication
- Organization & Time Management
- Adaptability & Dependability

Professional Experience

Stocker

Aldi – Indianapolis, IN (9989 East Washington Street) | August 2025 – Present

- Move and organize heavy boxes while maintaining store displays with proper product labeling and visibility.
- Rotate stock to ensure products with earlier expiration dates are placed at the front of shelves.
- Maintain cleanliness and organization in coolers and sales floor areas.
- Operate an electric pallet jack safely and efficiently, maneuvering around customers and staff.
- Support store operations through teamwork, attention to detail, and time management.

Facilities & Maintenance Associate

Facilities Performance Group, LLC – Indianapolis, IN | March 2024 – Present

- Maintain a safe and organized environment across multiple indoor and outdoor sites.
- Operate equipment such as balers and assist with recycling processes.
- Demonstrate reliability and independence in daily maintenance tasks.

Recycling Line Technician

Waste Management – Indianapolis, IN | August 2023 – March 2024

- Ensured accuracy in material sorting while maintaining speed and focus on a moving line.
- Worked collaboratively to meet daily production goals in a high-volume setting.
- Upheld quality and safety standards with attention to detail.

Hospitality Associate

Doc B's Restaurant – Dallas, TX | April 2022 – September 2022

- Delivered high-quality guest service through efficient communication and multitasking.
- Managed phone orders, seating logistics, and bar preparation duties.
- Balanced multiple priorities while maintaining a professional, positive attitude.

Operations Support Assistant

Electric Shuffle – Dallas, TX | November 2021 – April 2022

- Supported restaurant operations by coordinating food delivery and table service.
- Worked closely with kitchen staff to ensure timely and accurate orders.
- Adapted to a fast-paced environment while maintaining organization and composure.

Package Handler

FedEx Ground – Dallas, TX | August 2021 – November 2021

- Processed and loaded shipments efficiently to meet tight logistical deadlines.
- Demonstrated strong teamwork, time management, and physical endurance.
- Consistently met performance goals and maintained safety compliance.

Education

Bachelor of Fine Arts in Graphic Design

Abilene Christian University – Abilene, TX | August 2016 – May 2020

Additional Strengths

- Strong verbal and written communication
- Quick learner with excellent attention to detail
- Comfortable working with data, design, and administrative tools
- Dependable team player with a positive, solutions-oriented mindset