

ALEXIS KYLES

📞 317-794-5179

✉ alexiskyles7@icloud.com

SKILLS

- Heavy Lifting
- Leadership
- Communication
- Time Management
- Construction math
- Customer Service
- Health and Safety
- Material Handling

EDUCATION

Diploma,
Lawerance Central High School,
Indianapolis

OBJECTIVE

To obtain an entry-level position in the construction or industrial field where I can apply my OSHA 30 certification and hands-on training in basic labor techniques. I aim to contribute to team productivity, uphold high safety standards, and grow through continuous learning. I bring a strong work ethic, physical endurance, and a commitment to supporting project goals with precision and reliability.

EXPERIENCE HISTORY

PACKAGE HANDLERS TRAINER

FED EX / 11/2023 - PRESENT

- Train new and existing Package Handlers (PHs) on loading, unloading, palletizing, and scanning techniques.
- Provide additional instruction to PHs as needed based on performance or management feedback.
- Reinforce dock safety standards and ensure compliance with safety protocols.
- Help identify and resolve issues affecting workflow or safety.

TEAM MEMBER

SHAKE SHACK / 12/2019 - 01/2022

- Greet guests warmly and take orders accurately.
- Operate the POS system to process transactions efficiently.
- Ensure food safety and cleanliness in all prep and cooking areas.

STORE ASSOCIATE

TJ MAXX / 06/2021 - 09/2021

- Greet customers warmly and assist with locating merchandise.
- Provide knowledgeable and friendly service to enhance the shopping experience.
- Handle customer inquiries and resolve issues professionally.

CERTIFICATION

OSHA 30 & NCCER, Indianapolis