

Carolyn Roy

Saint Paul, MN 55103

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Work Experience

Direct Care Specialist, Nurses Aide

Episcopal Church Home - Saint Paul, MN

May 2018 to Present

Provide support, supervision and training to adults with developmental disabilities in all aspects of daily living, Certified nurses and home health aide. Medication administration certified. I also did home care and group home care

Warehouse Worker - Material Handler

Pro Staff - Burnsville, MN

September 2015 to June 2020

Assembly

- Worked a variety of temp jobs. Picking, Packaging and assembly of products
- Inventory management, forklift operation, RF Scanners, Sop software
- Loading and unloading, distribution, using warehouse equipment

Pro Staff - Saint Paul, MN

December 2013 to March 2015

St. Paul, MN Dec 2013 Mar 2015

Counter Retail Help

- Assisted customers with scheduling their car maintenance appointments.
- Parts pick up and runner, financial transactions

Senior Retail Specialist, Bakery and Deli Worker

Cub Foods - Saint Paul, MN

October 1994 to August 2010

- Provided supervision to overnight employees
- Cashier, customer service, warehouse receiving
- Forklift, stand and sit down varieties
- Stocking and inventory control

Education

Optician training in Vision works and America's best

December 2018 to December 2020

Liberal Arts

Inver Grove Community College

Associate in Arts (AA)

Class B drivers license

Skills

- Selected products from inventory, assemble, pack and transport to staging area for shipment
 - Skilled in use of computers and RF scanners
 - Forklift Certified, using pick sheets
 - Strong level of accuracy, quality and timeliness
 - Good memory for detail, good attitude and strong work ethic
 - Ability to be a team player, produce timely quality work
- COMPUTER PROFICIENCY:
- Microsoft Office certificate
 - Excel
 - Access
 - PowerPoint
 - Outlook
 - QuickBooks
 - Forklift
 - Materials Handling
 - Order Picking
 - Medication Administration
 - Load & Unload
 - Warehouse Distribution Experience
 - Customer Service
 - Caregiving
 - Typing
 - Microsoft Office
 - Time management
 - Mechanical knowledge
 - Developmental Disabilities Experience
 - Order entry
 - Greenhouse experience
 - Driving
 - Optician training (2 years)

Certifications and Licenses

Forklift Certification

ServSafe

Additional Information

Optician certificate