

Malanah Lavette-Denise Walker

Artist

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Cargo Agent

G2 Secure Staff - Los Angeles, CA

July 2023 to Present

1. Act as handling agent for Airlines.
2. Inform all authorized parties concerning movements of Airline's aircraft and cargo.
3. Compile, dispatch and receive all messages pertaining to the cargo handling operation. Inform all parties, when necessary, of the content of such messages.
4. Prepare/process cargo documents, air bills, and air way bills.
5. Answer Airline's telephone and take appropriate action when necessary and/or required.
6. Obtain customer's clearance of inbound cargo and prepare/process all necessary documents to government agencies relating to international shipments.
7. Prepare transfer manifests) for all transfer cargo.
8. Conduct physical inspections and screening of packages/cargo per client protocols.
9. Prepare the Unit Load Device Receipt for all transfers of Unit Load Devices and distribute copies according to Airline's instructions.
10. Service customers at counter. Interact with customer to ensure complete and accurate shipping documents and all documents related to terminating shipments. Collect, record and properly process all monies from customers
11. Customer Notification - Advise customers via telephone and written notification of the arrival of shipments. Inform shipper of cost of freight and storage charges if applicable.
12. Airway Bill Input - Complete airway bills, required data entry and update computer records. Review paperwork and information to ensure accuracy and completion.
13. Must be familiar with all FAA/Airline/Company regulations.
14. Keep supervisor informed of needs and problems in assigned areas, maintain cleanliness of immediate work are and report maintenance needs.
15. Project a positive image and respond to inquiries from clients, staff and public in a courteous manner.
16. Attend meetings and in-services as required.
17. Utilize appropriate communications channels and maintain records, reports and files as required.
18. Must be attired in proper uniform attire as directed by company officials and identification badges must always be visible.
19. Adhere to company policies and procedures and participate in achievement of company objectives.
20. Utilize company and client equipment, supplies and resources in a conscientious, cost effective manner.
21. Perform other duties as requested.

Assembler/Packer

Airfayre - Gardena, CA

March 2023 to May 2023

- assembling components and/or catering carts to airline specifications
- pack various kits and carts for various airlines and flights
- assemble kits of dry goods, liquor, beverage, and equipment items into airline containers
- load items into airlines carts and carriers
- maintain assembly area in compliance with food safety and sanitation standards

Packager

Holistic Industries - Gardena, CA

March 2022 to June 2022

- Coordinate and manage daily lab tasks with Packaging Supervisor
- Properly set up and operate filling, edible and solid dose manufacturing, packaging, and labeling equipment
- Follow manufacturer's instructions and Company SOPs to sanitize production area and equipment
- Maintain accurate documentation of all related data in tracking software
- Prepare plant material for extraction (packing material socks) and accurately documenting related data
- Efficiently fill, package, and label products in compliance with Holistic SOPs and all applicable manufacturing procedures
- Set up, break down, and sanitize packaging area as needed and in compliance with Company SOPs
- Assist with general laboratory tasks including, but not limited to, winterization, filtering, ethanol extraction and rotary evaporation
- Perform in-process and post-process sample acquisitions according to protocols or batch records
- Support new product lines and process development as needed
- Clean and sanitize packaging and laboratory areas and equipment
- Assist in monitoring and managing all related processing equipment supplies and inventory
- As needed, work in other areas of the facility including manufacturing, harvesting, and/or drying and weighing
- Ensure compliance and accuracy involving all product tracking, product security, and product movement procedures
- Participate in training future new team members as necessary
- Any other reasonable request from any member of management

Merchandise Processor

Best Buy - Compton, CA

July 2021 to March 2022

- Pick items and place in totes
- Manually pack items to ship
- Apply shipping labels to packed item boxes
- Use SP machine to pack smaller items into envelopes
- Sort packages in ship sort to trailers
- Stack packages into trailer
- Cycle count and inventory
- Restock different sized boxes, labels, and bubbles
- Clean/sanitize work area, dispose of trash, stack and move totes back to picking

Packer

AyDry & Co. - Torrance, CA
February 2021 to April 2021

- Inspecting candles for defects
- If there are defects remelt candles til there aren't any
- Wipe down candles before applying labels
- Rewipe candles after applying labels to remove fingerprints and dust
- Blow dust from candles before placing lids
- Place candles in bubbles bags before placing in designated boxes
- Glue candle wicks into the center of glass or can jar before wax pouring

Encoder

DHL E Commerce - Carson, CA
May 2020 to July 2020

- Scan and place packages into a receptacle
- Print label and paste to label to close up receptacle
- Print out customs packing list and label to place inside receptacle
- Scan or manually input information and weight parcel
- Make sure labels are legible
- Label parcel and sort accordingly
- Switch out mail carts when full
- Place mail carts in designated areas
- Perform other tasks assigned by supervisor

Receiving Associate

Burlington Coat Factory Department Store - Carson, CA
February 2020 to February 2020

- Receiving freight and moving from platform to backroom
- Sort, process, ticket, store, and move merchandise
- Stock, and organize merchandise on the sales floor
- Performed other tasks assigned by manager if needed

Seasonal Dim Scanner/ Data Entry

DHL E Commerce - Compton, CA
November 2019 to December 2019

- Scan or manually input information and weight parcel
- Make sure labels are legible
- label parcel and sort accordingly
- switch out mail carts when full
- place mail carts in designated areas
- Perform other tasks assigned by supervisor

Packer

Kimco Services
May 2018 to September 2018

- Worked in Outbound for Samsung Care
- Ensures that items are undamaged

- Sorted items by quantity needed before sealing package
- Scanned package to print out labels and packing list
- Packed and sealed items, then label and ship off products by deadline
- Packed, Palletize, and Labeled parts
- Restock and do inventory for items used by department
- Move pallets and equipment
- Clean and organize department and work stations

Game Advisor

GameStop

November 2017 to January 2018

- Assisted customers with picking out items they need, want, or couldn't find by themselves
- Greeted customers as they entered and left the store
- Organized shelves alphabetically and by genre
- Occasionally walk through store to wipe down or pick up trash
- Before closing the store clean the bathroom and the floor throughout the store, wipe down counters, racks, and shelves, take out trash, and reorganize shelves

Domestic Sorter

DHL E-Commerce

August 2017 to October 2017

- Sort all mail by sort area requirements and in accordance with company quality process standards
- Meet sorting production quota standards
- Inspect each piece of mail to ensure the indicia are affixed correctly and the zip code on the indicia matches the address zip code
- Maintain cleanliness of work area
- Sorted parcel according to Zip code and by size
- Used machinery to assist in sorting parcel
- Used manual scanner to sort parcel
- Used computer and scanner to encode parcel
- Run carts to each station for parcel to be sorted

Seasonal Beauty Advisor

Sephora

November 2016 to January 2017

- Greeting customers upon their arrival
- Demonstrate proper use of makeup and skin care products
- Cross-sell beauty products, when appropriate
- Provided product descriptions and instructions on how to use products
- Identify customer needs recommend cosmetics and skin care products based on their preferences
- Help clients find products they are looking for in our store
- Ensure proper presentation of products on shelves
- Explain to customers how to use products they are interested in buying
- Advise customers on how to take care of their skin
- Inform customers on prices and special offers
- Replenish stock as needed
- Used register to process transactions for customers

- Organized shelves with products and cleaned the store (wipe down counters, sanitize items, took out trash, etc.) before, during, and after store hours

Data Entry/Bookkeeper

International Bully Kennel Club - Compton, CA
November 2014 to February 2015

- Insert customer and account data by inputting text based and numerical information from source documents
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Scan documents and print files, when needed
- Keep information confidential
- Make journal entries for all receipts, payments, and other financial transactions
- Filing source documents for all journal entries recorded
- Depositing money received by the organization
- Performing other duties as required

Education

Some College in Fine Art

Compton Community College - Compton, CA
August 2016 to Present

Some College in Fine Art

El Camino Community College - Torrance, CA
March 2016 to Present

Diploma in General Studies

North Torrance High School - Torrance, CA
September 2010 to June 2014

Skills

- Maintenance (Less than 1 year)
- Microsoft Office (10+ years)
- Typing (10+ years)
- Stocking (2 years)
- Computer Literacy (1 year)
- Packaging (1 year)
- Logo Design (Less than 1 year)
- Modeling (Less than 1 year)
- Data Entry (1 year)
- Experience with Children (10+ years)

- Heavy Lifting (Less than 1 year)
- Korean (2 years)
- Organizational Skills (10+ years)
- Retail Sales (2 years)
- Sales Experience (Less than 1 year)
- Time Management (Less than 1 year)
- Warehouse Experience (2 years)
- Customer Service (2 years)
- Bookkeeping (1 year)
- Graphic Design
- Communications (2 years)
- Makeup Application
- Kennel Experience
- Google Docs (2 years)
- Animal Care (3 years)
- Cleaning Experience (3 years)
- Manufacturing Experience (Less than 1 year)
- Order Picking Experience (Less than 1 year)
- Power tools (1 year)
- Carpentry (1 year)
- Drywall (Less than 1 year)
- Flooring installation (1 year)
- Hand tools (1 year)

Certifications and Licenses

Driver's License