

Saphron Skaggs

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#readytowork

Authorized to work in the US for any employer

Work Experience

Stow

Amazon Fulfillment Center - Jeffersonville, IN

September 2016 to Present

- I have 7+ years of experience in a multitude department of pick and stow.
- 5+ years of PG (processing guide) as an acting PA when needed in Stow, Tranship Dock, and Ship dock
- 3+ years of TDR trained.
- 2+ years trained as learning ambassador.
- Performs great with Microsoft word, excel, PowerPoint
- Place items into the correct bins
- sort like items together in correct bins away from non like items
- Read my gun correctly and follow simply instructions.
- Bring work into building for other associates
- Perform buffer counts and place in an excel spreadsheet for all upper management
- Engage associates with any issues
- Report to AM/PA of jam issues

Work Force Staffing- SEASONAL

Amazon - Jeffersonville, IN

September 2022 to December 2022

- Greet candidates in a proper manner
- Process candidates with the hiring process
- Answer any questions the candidate may have
- Guide the proper drug testing method for candidate
- Help any potential candidate with application
- Know how to handle unhappy candidates and help them as best to my knowledge
- Excellent with dual computers
- Great with microsoft, excel, word, and Amazon system to better help the candidate
- Excellent with multitasking
- Great with time limit task

Human Resource Associate- Seasonal

Amazon

October 2020 to January 2021

- Greet associates with a smiling face and in a timely manner
- Offer associate my understanding and willingness to fix their problem

- Responds accurately and professionally to questions and concerns from associates through multiple channels in a timely manner
- Enter and review associate data within HRIS and payroll systems timely and accurately
- Assist managers in responding to associate questions regarding time/attendance, benefits, policies, accommodations, and LOA
- Excellence at multitasking
- Efficient in Microsoft Excel, Word, and outlook.

Manager

Cirilla's - Louisville, KY

March 2015 to February 2016

- Make the schedule
- Deal with unhappy customers
- Run Register
- Greet Customer's
- Make sure Customers are of Age.
- Stock shelves with right product
- Help customers with ANY questions
- Clean floors and shelves
- Record stolen and damaged products
- Help customers try on clothing

Part Sorter

UNION SORTERS OF AMERICA - Louisville, KY

May 2014 to June 2015

- Record all parts that come in
- Go through each individual part making sure they are all good parts

Education

Diploma in Medical Billing & Coding

Purdue- Online - Remote

September 2023 to Present

Bachelor's degree in Human Resource Management

Southern New Hampshire University - Remote

December 2022 to December 2026

Certification in EDDA- Expand Duties Dental Assistant.

Caris college - Jeffersonville, IN

July 2018 to May 2019

High school diploma

Da Vinci Institute - Jackson, MI

January 2008 to May 2011

Skills

- Cash Register, communication skills, factory/warehouse (5 years)
- Order Picking
- RF Scanner
- Pallet Jack
- Freight Experience
- Microsoft Word
- Materials Handling