

Khaylis Johnson

I am a hard worker and fast learner in search of a position in which to grow and acquire new skills. I take direction well and have the determination to get the job done. I can work a flexible schedule. I have great communication skills and drive to get through any obstacle.

3650 Seabass Rd, Decatur
GA, 30034

(678)-559-8437

jkhaylis41@gmail.com

SKILLS

- Data entry
- Organization
- Microsoft Office
- Scheduling
- Mentoring

REFERENCES

Minister Felicia Harris

770- 853-5407

Love Life Christian
Fellowship Church-
Youth Leader

Reverend Teresa Caldwell

404-769-3443

Love Life Christian
Fellowship Church-
Youth Leader

Anthony Black

404-645-4663

Operation Manager - A-
Action Vending and
Janitorial.

Marlon Beckford

678-791-6930

Manager- Jan-Pro

LANGUAGES

English

EXPERIENCE

More Than Conquerors Inc, Conyers Ga, Peer-leader

November 2016 - January 2017

Acquired organizational skills, peer leadership and mentoring. Assisted with community service volunteer programs. Coordinated teen events dealing with peer pressure, bullying and self-esteem. Planned other volunteer efforts for the group.

A-Action Vending and Janitorial Service, Lithonia Ga — Prekitter

July 2019 - August 2020

At A-Action I prepackaged snacks and candy for routers to stock the vending machines. Sometimes I assisted on the janitorial side. I also assisted in the main office completing tasks such as data entry and counting of money.

Jan-Pro, Marietta Ga - Janitorial

March 2020 - October 2020

At Jan-Pro, I was an independent contractor responsible for the maintenance of several buildings. I have knowledge of every cleaning solution for each building. I handled the scheduling for every building as well.

Hello Fresh, Newnan Ga - Packer and Kitter

November 2020 - May 2021

At Hello Fresh, I worked on an assembly line packing the correct item for each correct box. I also checked the quality of each product and inventory.

HGS Prime Therapeutics, Decatur GA

November 2021 - March 2022

I worked at prime therapeutics as a pharmacy help desk. I dealt with the doctors, pharmacies, and members. Most of my day consisted of helping the doctors and pharmacies with each member's medication or plan. That help also extended to transfers to the actual insurance company.

Premier Queens, Conyers GA

August 2022 - September 2022

At Premier Queens, I worked with a group of women cleaning residential accounts. It was a great place to work. We used company vehicles. We also had

our own equipment. We cleaned houses in Atlanta, Norcross, Madison. We did deep cleaning and basic cleaning.

UPS, Morrow GA

November 2022 - November 2022

I was a scanner and sorter at UPS. It was a great experience. It was a very easy and simple job. I worked with great people. When sorting mail, it had to be done a certain way. There was an ID number on them and we had to match them up so they went to the right place.

EDUCATION

Heritage High School, Conyers Ga — *High School Diploma*

July 2016- May 2020

