

Shakema McAllister
Darlington, SC 29532
✉ shakema.mcallister98@gmail.com | ☎ 843-858-8547

Objective

Motivated and detail-oriented professional seeking a challenging and rewarding position with opportunities for growth and development. Passionate about leveraging extensive experience in customer service, office administration, and team support to contribute meaningfully to a dynamic organization.

Professional Experience

Amazon Warehouse – Delivery Associate | Columbia/Florence, SC | Dec 2016 – Present

- • Pick, pack, and prepare customer orders
- • Navigate warehouse using numerical and alphabetical systems
- • Unload and sort merchandise
- • Regularly work overtime to meet demand

Associates Asset Recovery – Customer Service Representative | Florence, SC | Jan 2024 – Feb 2025

- • Answer customer and client inquiries
- • Document and update account info
- • Handle paperwork for transporters
- • Communicate with finance/insurance companies
- • Train and onboard employees

1st Palmetto Medical – Office Manager | Florence, SC | Mar 2019 – Dec 2023

- • Managed office operations and productivity
- • Handled budgets and inventory
- • Recruited and trained staff
- • Scheduled maintenance and vendor work
- • Reported to leadership

Brockington Elementary – Substitute/Dance Teacher | Timmonsville, SC | Nov 2022 – Jun 2023

- • Delivered classroom and dance instruction
- • Maintained classroom order
- • Reported progress to faculty

Continuum Global Solutions – Sales Representative | El Paso, TX | Dec 2021 – Oct 2022

- • Addressed customer issues
- • Processed updates and upsold services

Blue Cross Blue Shield – Claims Processor | Florence, SC | Jul 2021 – Dec 2021

- • Reviewed insurance claims
- • Corrected system errors

Education

South Carolina State University, Orangeburg, SC

Major: Family and Consumer Science – Child Development | Aug 2016 – Present

Darlington High School, Darlington, SC

High School Diploma | May 2016

Revived Medical School

EKG Technician

Skills

- • Customer Service & Sales (5+ years)
- • Office & Administrative Support
- • Team Training & Leadership
- • Childcare & Education Support
- • Security Monitoring & Compliance
- • Strong Communication & Organizational Skills