

# Genavie Clark

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Authorized to work in the US for any employer

## Work Experience

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### **United Parcel Service**

UPS - Hodgkins, IL  
June 2019 to August 2019

I was small sort: Which is sorting Packages in a organized matter weighing 10- 45 pounds, there was a frequency of 6 people for each station. We worked Monday-Friday 10a.m-1p.m and Saturday & Sunday 2a.m-5p.m

### **Food Pantry Volunteer**

F.C.H.N Program - Chicago, IL  
October 2016 to January 2017

Me and a few volunteers from the D.C.H.S Program were selected to serve the homeless and families. Maintain a steady hourly volunteer position, clean up the facility.

## Education

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### **High school diploma in Senior year credits**

September 2015 to June 2016

### **None**

Johnson college prep highschool  
August 2010 to June 2015

## Skills

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- Computer Skills
- Reading
- Cleaning Experience
- Commercial Cleaning
- Communication Skills
- Organizational Skills
- Hospital Experience
- Food Preparation
- Microsoft Word
- Microsoft Powerpoint

- Math
- Typing
- Time Management
- Writing Skills
- Basic Math
- English
- Kitchen Experience
- Phone Etiquette
- Data Entry
- Front Desk
- Customer service
- Sales
- Windows
- Negotiation
- Cashiering
- QuickBooks

## Languages

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- English - Fluent

## Assessments

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### **Work style: Reliability — Proficient**

September 2020

Tendency to be dependable and come to work

Full results: [Proficient](#)

### **Work motivation — Familiar**

September 2020

Level of motivation and discipline applied toward work

Full results: [Familiar](#)

### **Supervisory skills: Motivating & assessing employees — Completed**

January 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Completed](#)

### **Retail customer service — Completed**

October 2020

Comprehending and responding to retail customer needs

Full results: [Completed](#)

### **Data entry: Accuracy — Highly Proficient**

October 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

### **Work style: Reliability — Familiar**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Familiar](#)

### **Verbal communication — Completed**

August 2021

Speaking clearly, correctly, and concisely

Full results: [Completed](#)

### **Basic attention to detail — Completed**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Completed](#)

### **Sales skills — Completed**

August 2021

Influencing and negotiating with customers

Full results: [Completed](#)

### **Call center customer service — Completed**

August 2021

Demonstrating customer service skills in a call center setting

Full results: [Completed](#)

### **Technical support — Completed**

August 2021

Performing software, hardware, and network operations

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.