

Diavionne Dotson

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PROFESSIONAL SUMMARY

I have been working warehouse jobs since I graduated high school and I'm still currently working at my local [Walmart](#) warehouse. I recently got a promotion at my current job from warehouse receiver to door runner.

After high school, I took a gap year before enrolling into college and I have been writing my own short stories and scripts to eventually put out once I perfect it as much as possible to make it enjoyable content. I also put out content on my social accounts to get my creative work out there.

SKILLS

- COMMUNICATION
- EXCEL KNOWLEDGE
- DEPENDABLE
- FINAL DRAFT
- MICROSOFT OFFICE
- CONTENT CREATIVE
- CREATIVE WRITER

EDUCATION

BFA, Creative Writing

Exp. Graduation: JULY 2023

Full Sail University | Winter Park, FL

WRITING EXPERIENCE

Portfolio website: diavionnedotsonport.com

WORK EXPERIENCE

Warehouse Receiver|Walmart

Dallas, TX - February 2021 - Current

- Unloaded pallets and deliveries and organized products in warehouse.
- Worked with inventory managers and unloaders to plan deliveries.
- Mastered warehouse computer system and trained other team members in software operation.
- Maintained accurate computer records of materials weights, bill amounts and identified variances.
- Packed, secured, labeled and applied postage to materials to prepare items for shipment.
- Utilized forklift or pallet truck to load, unload, transport and store goods.
- Communicate with associates to put the correct trailer at doors.
- Moved shipment materials to and from designated areas using lift and hand trucks.
- Knowledge of excel to record all trailers going in and out of the warehouse
- Familiarized with computers

Warehouse Associate|Amazon

Dallas, TX - June 2020 - February 2021

- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Performed inventory control, such as counting and stocking merchandise.
- Assembled orders and packed items for shipment, conveying orders to shipping personnel.
- Maintained warehouse accessibility and safety for customer traffic by discarding empty boxes and removing obstacles from aisles.

Warehouse Associate|FedEx

Hutchins, TX - September 2019 - June 2020

- Worked safely around moving machinery.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Assembled orders and packed items for shipment, conveying orders to shipping personnel.
- Consistently lifted materials weighing as much as [Number] pounds.

VOLUNTEERING

- Gardening at an Elderly Apartments Complex