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# CYNTHIA COLLINS

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## CAREER OBJECTIVE

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Detail-oriented professional skilled in communication, time management, and problem-solving. Track record of supporting teams in achieving operational goals through effective service and management strategies.

Committed to leveraging expertise to contribute to company success in the available role.

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## SKILLS

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## EXPERIENCE

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### **Package Handler, 05/2025 - Current**

#### **FedEx – Rogers, MN**

- Removed boxes and packages from moving conveyer and placed them into designated areas within FedEx delivery trucks, ensuring accurate sorting
- Organized boxes and packages neatly on shelves and floor inside trucks for efficient loading and retrieval
- Organize boxes and packages outside or underneath moving conveyer when workload sped up or ran out of space inside trucks
- Isolated damaged or leaking boxes and packages for QA pickup to maintain quality standards

### **Package Handler, 08/2023 - 08/2024**

#### **FedEx – Rogers, MN**

- Removed boxes and packages from moving conveyer and placed them into designated areas within FedEx delivery trucks to maintain workflow.
- Organized boxes and packages on shelves or floor inside trucks for efficient loading and retrieval.
- Managed overflow by organizing boxes and packages outside or underneath moving conveyer during peak workload.
- Place damaged/leaking boxes and packages in designated areas for QA pickup

### **Meat Clerk, 11/2022 - 01/2023**

#### **Coborns – Albertville, MN**

- Conducted inventory checks and requisitioned stock to ensure availability of products.
- Arranged and display merchandise to promote sales.

- Prepared merchandise for purchase.
- Recommended, selected and helped locate and obtain merchandise based on customer needs and desires.
- Arranged and displayed merchandise to promote sales.

**Production Lead, 01/2022 - 05/2022**

**JB Group – St. Michael, Minnesota**

- Trained new employees on machinery operation and safety guidelines to ensure compliance and safe practices.
- Calculated production line efficiency and submitted findings to supervisors, providing insights for process improvements.
- Communicated production deadlines and goals to staff members, fostering alignment and accountability within the team.
- Packaged, labeled, and sorted products to prepare items for delivery.
- Worked with computer programs such as Microsoft Excel, Microsoft Word, and Outlook.

**Production Associate, 05/2017 - 05/2022**

**JB Group – St. Michael, Minnesota**

- Prepared products for packaging on assembly lines, ensuring readiness for distribution.
- Operated machines safely by following OSHA standards.
- Monitored assembly work to identify defects in raw materials.
- Prepared products for packaging on multiple assembly lines.
- Monitored assembly work for defects in raw materials, maintaining quality standards.
- Reviewed product weights to ensure compliance with specifications.

**Cashier, 05/2014 - 05/2017**

**Runnings – Monticello, Minnesota**

- Greeted customers and provided product information to enhance store experience.
- Provided efficient and courteous service to customers.
- Greeted and informed customers of products, fostering positive store experiences.
- Processed cash, checks, and credit card transactions accurately and efficiently.
- Counted cash drawers at the beginning of shifts to verify correct amounts.

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EDUCATION

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**High School Diploma: 2013**

**Monticello High School - Monticello, MN**