

Alexis McKnight

Hartford, CT | (860) 778-4996 | Email: amcknight065@gmail.com

SUMMARY

Highly dedicated and versatile professional with over five years of experience in warehousing, special education support, Personal assistance, Dental Assistant training, and security roles. Proven ability to manage multiple tasks efficiently in fast-paced environments while maintaining high standards of quality and safety. Possesses strong organizational skills, attention to detail, and effective collaboration with team members and supervisors. Looking to obtain an entry level position with an employer where I can continue to gain the experience and skills that will allow me to grow within the Dental field.

Highlights

- Team collaboration
- Interpersonal Skills
- Behavior Management
- Classroom Management
- Surveillance and Security
- Incident Reporting
- Software Proficiency

EXPERIENCE

Amazon Fulfilment Center, Windsor, CT

April 2022-Current

Warehouse Associate/Stower

- Stowed products in designated locations using handheld scanners organized inventory
- Inspected products for damage and ensured proper condition before stowing
- Adhered to safety protocols including the use of personal protective equipment (PPE)
- Utilize Amazon's warehouse management software and handheld devices efficiently to record and track stowed items

Glastonbury Public Schools, Glastonbury, CT

October, 2020-March, 2022

Special Education Paraprofessional

- Assisted in implementing and executing Individualized Education Programs and providing tailored instruction to meet student needs
- Implemented behavior management strategies and monitored student behavior and progress
- Aided in classroom organization, management, and the maintenance of a positive learning environment
- One-on-one and small group Instruction: Provided individualized and small group instruction under the supervision of a special education teacher
- Helped students with personal care needs, including toileting, feeding, and mobility as necessary
- Maintain accurate records of student progress and behavior for reporting and evaluation purposes

Center for Transitional Living, Farmington, CT

July, 2019-April, 2020

Personal Aide

- Provided compassionate and respectful assistance with daily living activities, dressing, grooming, and mobility support for clients
- Offered emotional support and companionship to clients, fostering a positive and encouraging environment to promote mental well-being
- Assisted with light housekeeping duties such as cleaning, laundry, and meal preparation, ensuring a clean and comfortable living space for clients
- Observed and reported any changes in clients' physical or mental health to healthcare professionals, ensuring timely and appropriate care
- Provided safe and reliable transportation for clients to appointments, social activities, and errands, promoting independence and community engagement
- Collaborated with healthcare providers, family members, and other caregivers to develop and implement personalized care plans, ensuring comprehensive and coordinated support for clients

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United Security Services, Hartford, CT

April, 2017-January, 2019

Security Officer/Dispatcher

- Monitored surveillance equipment, alarms, and access control systems
- Responded to alarms and emergencies, coordinating with emergency services
- Dispatched security personnel to various locations efficiently
- Logged incidents, activities, and communications accurately
- Conducted regular patrols to detect security threats or breaches

EDUCATION

CSDAs Smile Success Center Pre-job training for Dental Assistants, Southington, CT

Certificate – September, 2024

Catholic Charities Workforce Development Program, Manchester, CT

Certificate – Month, 2024

Social Service Assistant Training

Certificate – July, 2019

Mental Health First Aid Training

Certificate – July, 2019

Customer Service Training

Certificate – April, 2019

Security Guard Card Training

Certificate – 2016

Hartford Public High School Law & Government Academy, Hartford, CT

Diploma -- June, 2014