

Jaelen Bryant

HVAC Technician

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 Baltimore, MD 21239

PROFESSIONAL SUMMARY

Ambitious professional with strong organizational and multitasking skills, complemented by an aptitude for technology. Delivered effective communication and interpersonal support to enhance task completion. Demonstrated reliability and adaptability in diverse environments, contributing to team success.

SKILLS

Equipment Operation

Process Management

Workflow Management

Attention to Detail

Time management skills

Team Collaboration

Effective Communication

Customer engagement

Critical Thinking

EXPERIENCE

SORTING ASSOCIATE, Baltimore, MD

[Amazon](#), January 2022–November 2025

- Sorted incoming packages by size, weight, and destination, facilitating accurate and timely deliveries.
- Prioritized workload based on urgency of deliveries to ensure timely completion.
- Managed loading and unloading of trucks, securing items to prevent damage during transit.
- Organized warehouse stock into appropriate containers according to product type and quantity.
- Collaborated with colleagues on inventory management and packing orders to streamline operations.
- Operated material handling equipment such as forklifts and pallet jacks safely and efficiently.

SORTING ASSOCIATE, MD

[Amazon Fulfillment Center](#), February 2020–August 2020

- Sorted inbound freight and products for stock or shipment.
- Categorized items for optimized storage and efficient sale processing.
- Monitored conveyor belts to maintain effective sorting of materials.
- Cleared jams in sorting equipment to maintain optimum machine function.
- Scanned packaging labels with barcodes to enhance tracking accuracy.

CASHIER TEAM MEMBER, Towson, MD

[Sprout's Farmers Market](#), March 2019–November 2019

- Operated a cash register and accurately processed payments, returns, and exchanges.
- Provided great customer service by greeting customers and offering assistance.
- Resolved customer complaints and inquiries promptly and courteously.
- Ensured cleanliness of checkout area by maintaining counters, shelves, and windows.
- Performed opening and closing procedures, such as counting the cash register, restocking, and cleaning.
- Cultivated strong relationships with team members to enhance teamwork.

KITCHEN STAFF, Parkville, MD

[Chick Fil A](#), September 2017–October 2018

- Maintained accurate records of trainee progress including attendance data, evaluations, and certifications earned.
- Facilitated regular training on new recipes, cooking techniques, menu changes and equipment usage.
- Monitored and evaluated performance of newly hired kitchen staff during probationary period.
- Trained workers in food preparation, and in service, sanitation, and safety procedures.
- Directed employees to specific work stations according to staffing requirements.
- Analyzed kitchen staff feedback to improve training methods and materials.

EDUCATION

HIGH SCHOOL DIPLOMA, 1212 Cowpens Ave, Baltimore, MD 21286

[Loch Raven High School](#), May 2019

CERTIFICATIONS

- STATE BOARD OF HVACR CONTRACTORS-
APPRENTICE LICENSE, Heating & Air Conditioning
Contractors of Maryland Program, 09/2026, 04/2030

REFERENCES

References available upon request