

Corlisa E Diaz

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Professional summary

Known for being a dependable, motivated, fast learner who possesses excellent communication and multi-tasking skills. Also passionate, detailed and task oriented. An eager and skilled Trainer, Facilitator, Project Manager, Group Leader serving with passion and purpose.

Work Experience

WorkWhile-WORLDPAC

May 2026 -

Woodlawn, MD

Picker/Warehouse Associate

- Responsible for accurately locating, pulling and staging automotive parts for distribution.
- Utilize handheld rf scanner.
- Order fulfilment-accurately select and package specific automotive parts from warehouse shelves based on pick tickets.

Cindys Gardening Service

Apr. 2026-May 2026

Baltimore, MD

Gardener On-call

- Trimming shrubs, hedges and trees to maintain health and aesthetics.
- Safely operate machinery including power blowers.
- Assist in cleaning hardscape features such as walkways, patios and backyards.

Celeste Industries

Feb. 2026-March 2026

Easton, MD

Temporary Production Assistant

- Assemble, fill, cap, and label products on a fast-paced conveyor line.
- Follow strict safety protocols, including wearing PPE, and maintain a clean work area.
- Strong attention to detail, ability to work in a team, and ability to follow instructions.

Captains Ketch

Nov. 2025-Feb. 2026

Easton, MD

Counter Clerk/Food Prep

- Prepared fresh hot and cold food items, as well as heating or finishing simple food products.
- Greeted customers, answer questions and handle orders promptly and accurately.
- Followed strict food hygiene rules, clean work areas and restock display cases or salad bars.

KOHLs Distribution Center

July 2024-Oct. 2025

Edgewood, MD

Material Handler

- Worked within company warehouse moving, handling and storing materials.
- Sorted, packed, inducted, replenished and staged merchandise.
- Trained new Seasonal Associates in department SOPs and other safety measures.

Auto Glass One

Dec. 2023-Apr. 2024

Baltimore, MD

Administrative/Customer Service

- Handled scheduling and dispatch by coordinating mobile repair/replacement jobs.
- Answered phone calls and email inquiries, and provided accurate cost estimates for auto glass services.
- Maintained accurate, up-to-date customer records using industry-specific CRM software.

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Maryland Auto Mall

Nottingham, MD

Oct. 2022- Nov. 2023

Accounts Payable

- Received, sorted, posted, and paid internal and external payables for mailing or filing.
- Created, maintained, and organized daily Excel spreadsheets for bills, invoices and collections.
- Communicated with vendors and businesses, and redirected calls to the appropriate channels.

Hazelwood Inn

Baltimore, MD

Sept. 2021-June 2022

Counter Server/Hostess

- Handled in-person and phone orders, guest transactions, and upheld accurate POS entry.
- Promoted restaurant information, scheduled reservations, and coordinated party space logistics.
- Served as Back-up Hostess and reservationist.

Lowes

Catonsville, MD

July 2020-May 2021

Décor Sales Associate

- Built rapport engaging customers to understand their needs for a design solution.
- Presented and demonstrated products and collections with detailed installation and pricing.
- Performed data entry finalizing customer contracts to collect payments and track orders.

Civic Works AmeriCorps Program Member

Baltimore, MD

Sept. 2019-April 2020

Program Member

- Hands-on training in rehabilitating houses to help older adults age safely at home.
- Food and farm Worker growing and distributing healthy food through initiatives like Real Food Farm.
- Community Landscaping creating and maintaining outdoor spaces.

Maryland Transportation Authority

Baltimore, MD

Aug. 2015-Sept. 2017

Administrative Assistant-Temp/Contractual

- Answered multi-line phone, responded to emails, received, sorted and redistributed mail.
- Handled 100s of citation and other confidential information with discretion, performing data entry.
- Maintained at least 5 databases and spreadsheets with time sensitive information.

Volunteer Experience

NAMI National Alliance on Mental Illness

2009-2017

Baltimore, MD

- Event Ambassador
- IOOV Presenter
- NAMI Connections Support Group Facilitator
- NAMI Peer To Peer Educational Program Facilitator
- Royal Riddick Volunteer of The Year Award 2016

Education

Western High School

1982-1986

General Business and Art

National Art Honor Society