

DRIVER/MANAGER

Professional Summary

4 years of total customer service and physical labor. Great time management and interpersonal skills. The perfect team player and top of the line customer service. I'm looking to fill a position where I can not only sharpen my skills in the work place, but also contribute to any business to help it grow more.

Experience

Driver/Manager , 06/2015 to 10/2015 Company Name - City , State

- Loading and unloading truck at warehouse during assigned times, ensuring customers were happy with their products, unloading for individual contractors or residents upon product delivery; built relationship to better give our customers the best quality of good as well as customer service.
- Further increased my role within the company, where I would manage a spoke route that would deliver merchandise by bicycle and tricycle.
- I handpicked orders depending on time frame and quantity, then loaded bikes and tricycle depending on distance as well as timeframe.
- Maintained.
- Dispatched each cyclist to ensure we meet time schedules and budget expenses.
- During deliveries and at end of day I recorded all deliveries, calculated late and early drop offs, missing or wrong orders, which cyclist delivered each order, also emailed day results to Amazon managers and warehouse managers.

Personal Accountant , 03/2008 to 12/2015 Company Name - City , State

- Gather and organize patient billing data, inclusive of demographics, insurance and appointment needs.
- Manage front desk, inclusive of answering calls, greeting and logging patients into system, confirming appointments as necessary.
- Responsible for open and close, as well as safety procedures supporting facility requirements, disposal of hazardous material, Filed Patient charts post examination and logged appointments into data base.
- Reviewed patient accounts, gave references to other doctors.

Construction , 12/2007 to 05/2008 Company Name - City , State

- Worked on home renovations, business offices, Red Lion Hotel Convention center construction, backyards, all with a licensed contractor to different sites on the east side.
- Bellevue towers, offices, hotels, and residential properties, few out of state projects in Portland, OR as well).
- Prepped for lead construction.
- Overshadowed a professional contractor, traveled with professional contractor.

Education

High School Diploma

Graduated : communications , 2017 GPA: GPA: 3.3 GPA: 3.3 communications Attended Shoreline CC for 2 years where I obtained my AA in general studies, as well as courses in Psychology and Kinesiology.

Interests

Captain of my high school and JUCO basketball team. Winning multiple team awards. Helped coach and trained younger athletes to maximize their potential as athletes, students, and individuals. Competed in Men's Basketball at Shoreline CC; helped take my team to NWACC's. Competed in Track at Juanita High School my senior year for the first time and made it to districts. Participated in the BSU (black student union) at Bellevue College. Where I helped plan, organize, and execute meetings and school activities to pass down knowledge and help other students become what they have set out to be.

Personal Information

Very diverse individual coming from a multiracial house hold. With other plans to become a successful individual later on in my life. Working and living for my future and not for the moment being. Respect, courtesy, and communication are very important to me as I feel these three characteristic have helped me in life so far and can never hold me back in any situation.

Additional Information

- **ACKNOWLEDGEMENT(S) AND ACCOMPLISHMENTS** Great Microsoft Office Skills Captain of my high school and JUCO basketball team. Winning multiple team awards. Helped coach and trained younger athletes to maximize their potential as athletes, students, and individuals. Competed in Men's Basketball at Shoreline CC; helped take my team to NWACC's. Competed in Track at Juanita High School my senior year for the first time and made it to districts. Participated in the BSU (black student union) at Bellevue College. Where I helped plan, organize, and execute meetings and school activities to pass down knowledge and help other students become what they have set out to be. Very diverse individual coming from a multiracial house hold. With other plans to become a successful individual later on in my life. Working and living for my future and not for the moment being. Respect, courtesy, and communication are very important to me as I feel these three characteristic have helped me in life so far and can never hold me back in any situation.

Skills

billing, budget, charts, customer service, data base, delivery, frame, insurance, logging, Psychology, quality, renovations, safety