

# Antwon Cokley

(209) 230-1508

[kuyaantwon@gmail.com](mailto:kuyaantwon@gmail.com)

## Skills

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Customer Service  
Adatable  
People Person  
Desktop Support  
Slack  
Apple OS  
Active Directory  
Microsoft Office  
Quick Learner

ID Card specialist  
Logistics  
Shipping/Receiving  
Admin Experience  
Self reliant  
Dependable  
PC Hardware  
Trilingual -  
(English, Tagalog, Spanish)

Receptionist  
Operations Coordinator  
Windows OS XP, Vista, 7, 10  
Concierge  
Great Teamwork  
Printer/Scanner Configuration  
Facility Coordination  
Troubleshooting  
General Warehouse

## Work Experience

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### Juul Labs | San Francisco, CA

03/2018-Present

**Lead for Shipping / Receiving:** I coordinate with employees to ensure that shipping/receiving procedures run smoothly, I manage day-to-day operations and warehouse inventory, I manage incoming mail to the facility, and I create and maintain SOPs. This expanded my experience working with a growing company by allowing me to adapt to fast-paced scalability and working to better improve workflow operations.

### Allied Universal | San Francisco, CA

03/2019-06/2020

**Site Lead:** I was in charge of managing site and security operations, I facilitated daily operations as well as shipping/receiving and warehouse operations, I handled receptionist and administrative assistant duties, I was vigilant in monitoring camera surveillance. This built upon the strong foundation in my experience with managing and facilitating daily operations and proving my ability to lead and adapt in different environments and responsibilities.

### Admiral Security Services | Concord, CA

06/2015-03/2018

**Security Guard / Site Lead:** I was a facility coordinator assistant, I managed ID badges for employees, I assisted with shipping/receiving and security and warehouse operations, I assisted the operations manager with day-to-day tasks, I handled receptionist duties, I monitored camera surveillance, and I specialized in providing customer service remotely. This generated a sturdy foundation in my experience with managing and facilitating daily operations including security, warehouse, and shipping/receiving operations and proving my ability to lead and adapt to different environments and responsibilities.

## Education

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### Berkeley City College | Berkeley, CA

02/2015

Associate Degree of Mechanical Engineering

### Diablo Valley College | Pleasant Hill, CA

02/2016

Associate Degree of Mechanical Engineering