

# Lamar Allen

Antioch, CA 94509

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[youracclaim.com/users/lamar-allen](https://youracclaim.com/users/lamar-allen); Google Support Certification

(925)4709977

Authorized to work in the US for any employer

Willing to relocate anywhere

## Work Experience:

### **Administrative Assistant/Receptionist**

Realty Information Systems - Oakland, CA

January 2020 to Present

Realty Information Systems – Oakland, CA

Managed phone/email sales and reception; greeted and provided direction to clients as needed. Responsible for heavy data entry, troubleshooting, filing, as well as other tasks, including providing assistance to management and office personnel as needed for various tasks and projects.

### **Courier/Delivery Driver**

FedEx Express - Pleasanton, CA

October 2012 to December 2019

Duties: Driving large delivery trucks; vehicle inspection and maintenance responsibility. Loading daily shipments onto delivery trucks, lifting up to 100 lb. packages on a regular basis. Navigating through East Bay cities and neighborhoods while delivering shipments to homes and businesses. Providing excellent customer service. Heavy multitasking and usage of Windows based shipment tracking and package scanning equipment.

### **Certified Nursing Assistant**

Counseling Services for Seniors - Oakland, CA

February 2011 to October 2012

Certified Nurse Assistant

February 2011– October 2012 Counseling Services For Seniors – Piedmont, CA

Provided in-home care, companionship, and supervision to elderly, and both mentally and physically handicapped patients. Responsible for overall patient safety and duties including but not limited to cooking and feeding of meals, bathing, performing incontinent care, and providing round trip transportation for all patient errands, appointments, and other tasks as needed. Evaluated and logged patient's health and behavioral statistics.

### **Education: Google IT Support Professional**

**Certificate in Information Technology**; Johns Hopkins University, September 2020 to Present

**High School**; Monte Vista High School - Danville, CA September 2005 to June 2009

