

Antwon Cokley

(209) 230-1508

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Skills

Customer Service	ID Card specialist	Receptionist
Adatable	Logistics	Operations Coordinator
People Person	Shipping/Receiving	Windows OS XP, Vista, 7, 10
Desktop Support	Admin Experience	Concierge
Slack	Self reliant	Great Teamwork
Apple OS	Dependable	Printer/Scanner Configuration
Active Directory	PC Hardware	Facility Coordination
Microsoft Office	Trilingual -	Troubleshooting
Quick Learner	(English, Tagalog, Spanish)	General Warehouse

Work Experience

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

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

