**Andrew Wilson**

**Las Vegas, NV**

**(702) 619-3127**

**Awilson841@gmail.com**

**Professional Experience**

**Provest Ligitation Services**

**Courier/Admin Assistant**

**January 2020 - Present**

**Scan, file, and email all legal court files for processing**

**Create shipments for corporate office for Ligitation files, Summons and Complaints, and legal forms**

**Pick up and deliver from all major Las Vegas courts (Henderson Township, Las Vegas District/Justice Court, and North Las Vegas Township court)**

**UPS**

**General Technician Use 2**

**April 2019 - December 2019**

**Support over 1,000 applications with password resets, troubleshooting, and dispatches technicians to UPS sites all over the country**

**Assist internal employees with printers and server problems**

**Levy Restaurants (T-Mobile Arena)**

**Lead Warehouse Associate**

**June 2017 - July 2019**

**Provide Hospitality service to all guests and assist VIP guests**

**Shipping Associate- Handle E-Com Website, shipping with UPS and creating shipping labels and returns**

**Purchasing and receiving clerk**

**Process PO packaging slips, ordering products and inventory**

**Handle E-Com- setting up website with promos, new inventory, pictures and quantities**

**Use Social Media platforms to promote promotions and products online**

**Merchandising - count, distribute, and organize inventory by size and location**

**Cashier - complete customer transactions by cash, debit or credit card**

**Stock Inventory**

**Count and re-pack inventory by size**

**Open and close registers by calculating sales and deposit remaining balance into bank**

**Applebee’s**

**Server/Host**

**August 2016 - February 2017**

**Greet guests and sit guests in seating areas**

**Clean tables and set up silverware and other table supplies**

**Server guests food and explain all menu items and drinks**

**Complete customer transactions by credit debit card or cash**

**Alorica (T-Mobile)**

**Customer Service Representative**

**March 2017- July 2017**

**Answer inbound calls**

**Assist customers with billing, activating new lines, process payments and set up payment arrangements for customers**

**Process fraud claims on accounts if applicable**

**Process Change of Responsibility (COR) for customers from account to account**

**Sutherland Global Services (AT&T)**

**ISM Agent**

**August 2016 - January 2017**

**Assist customers with billing, billing questions, placing orders for new AT&T and DirecTV products**

**Set-up new installation dates**

**Take payments and make payment arrangements for customers**

**Transfer customer to different departments**

**Sell products such as cell phones, tablets etc.**

**Answering inbound calls**

**Enterprise Holdings**

**Return Car Agent**

**October 2013 - August 2016**

**Check cars for damage when returned**

**Check cars mileage and fuel when returned**

**Collect GPS and tablets from customers**

**Explain charges and the process of returning a car to customers**

**Regal Entertainment Group**

**Henderson, NV**

**Floor Staff May 2010 – October 2013**

**Concession – make and sell food, clean appliances and stock inventory**

**Usher – clean theaters and check theaters (count people, movie quality, and any problems in theater)**

**Box Office – sell tickets and answer phones**

**Door- tear tickets, direct guests to theater and keep lobby clean ( keep candy racks stocked, make sure condiment stands are clean and stocked)**

**Raising Canes**

**Crew Member**

**April 2013-October 2013**

**Cashier-complete customer transactions using cash, credit or debit cards**

**Work Driv-Thru areas by taking orders, collecting payments, and giving customers their order**

**Make sure lobby area and restrooms are cleaned and stocked**

**Prepare food such as coleslaw, Signature Cane Sauce, and honey mustard**

**Serve food to guests**

**Gap**

**Las Vegas, NV**

**Sales Associate (Seasonal) October 2012- January 2013**

**Cashier- complete transactions with cash, debit or credit cards**

**Assist customers on sales floor find exactly what they are looking for (size, style, color, etc.)**

**Stock inventory (shirts, jeans, jackets, sweaters, etc.)**

**Target**

**Las Vegas, NV**

**Cashier (Seasonal) November 2011-January 2012**

**Cashier- complete transactions with cash, check, debit card or credit card**

**Keep space clean and aisles stock**

**Stock bags and inventory**

Education

Valley High School Las Vegas, NV

Completed 4 years of school in 2011

Obtained GED from Adult Education

Currently studying for Associate Degree

at California Of Arts of Technology for Computer Information Systems

**Additional Skills**

**Electronic funds transfer point of sale equipment – Electronic funds transfer EFT terminals**

**Cash registers – Cash registers; Computerized cash registers**

**Bar code render equipment – Barcode scanners**