

Devon Whitaker

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As a potential candidate for employment, I bring a variety of skills I feel will contribute to the growth and ultimate success of your company. I've held several positions throughout my career involving substantial critical thinking, data entry, and customer service, making me an exceptional candidate. I approach every task with those core principles in mind.

EXPERIENCE

DoorDash, Richmond, VA 23230- Delivery Driver

September 2022- Current

- Provide quality consumer from the beginning of a transaction to the end
- Utilize excellent time management Skills to ensure that the order was received on time
- Fostered positive working relationships with consumers by responding to questions and concerns
- Secured food to prevent loss and maintain freshness during transportation
- Planned efficient routes to deliver multiple orders per trip and achieve strong performance rate

Amazon Fresh Warehouse, Richmond, VA 23230- SR. Warehouse Associate

May 2022- September 2022

- Stocked over 300 grocery items a day
- Prepared online groceries for customer pickup/delivery
- Managed upward of 10-15 delivery routes for drivers hourly
- Use problem-solving skills and critical thinking to address issues with packages
- Provided remote and over-the-phone tech support to delivery drivers
- Led onboarded and training of new employee classes

Amp United, Norfolk, VA 23504- Office Assistance

March 2018- March 2022

- Carried out administrative tasks such as filing paperwork and daily data entry
- Regularly updated information into the company database system record
- Used Microsoft Office and Excel to track important employee information and task

- Organized outdated data and accurately made any necessary changes to records
- Helped assist in onboarding employees with their certification status
- Periodically conducted Data Entry tasks in a remote setting
- Input new information into company database systems
- Main point of contact for the company needs
- Delivered messages while using equipment like faxes or scanners

Main Event Boxing Promotions, Totowa, NJ 07512- Administrative Assistant

June 2015- January 2018

- Scheduled meetings, travel arrangements, and sent out reminders regarding upcoming appointments
- Directed calls to the appropriate person or took detailed messages
- Carried out daily data entry using Excel and Microsoft Office
- Acted as liaison between the clients, vendors, and company
- Maintained electronic paperwork and files
- Sent invoices to clients
- Responded to clients via email or phone
- Helped with budget planning and financial resource needs
- Worked on projects directed by the supervisor

EDUCATION

Tallwood High School, Virginia Beach, VA 23464- Advance Diploma

Graduated 2014

Skills

- Personable
- Tech Support
- Data Entry
- Customer Service Certified
- Proficient in Microsoft Word and Excel
- Ability to support Google Chrome, Microsoft Edge, Internet Explorer, and IOS Safari
- Organizational Skill
- Verbal Communication
- Written Communication
- Resourcefulness