

# Devon Whitaker

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GitHub: <https://github.com/Devon2731> | Portfolio: <https://devon-react-portfolio.netlify.app>

## Objective:

Detail-oriented and analytical with a strong background in critical thinking, data management, and customer service. Seeking a data analyst position where I leverage my skills to analyze and interpret data, to drive informed decision-making, and contribute to the success of the organization.

## SKILLS

### Hard Skills

- Strong analytical and critical thinking skills
- Proficient in data analysis and interpretation
- Experienced in Microsoft Word and Excel
- Excellent organizational and communication skills
- Knowledgeable in JavaScript, MongoDB, HTML, NodeJS, MERN-Stack, React, NextJS, and RESTful API

### Soft Skills

- Team Player
- Deliver Result
- Adaptability

## Experience

**Doordash**, Richmond, VA — Delivery Driver

September 2022 – July 2023

- Provided quality customer service throughout the entire transaction process
- Demonstrated excellent time management skills to ensure timely order deliveries
- Established positive relationship with customers by addressing inquiries and concerns
- Implemented strategies to prevent food loss and maintain freshness during transportation

- Planned efficient delivery routes to optimize performance and achieve high delivery rates

**Amazon fresh Warehouse**, Richmond, VA —Senior Warehouse Associate

May 2021 – September 2022

- Managed inventory of over 300 grocery items daily
- Prepared online orders for customer pickup and delivery
- Coordinated 10-15 delivery routes per hours for drivers
- Utilized problem-solving skills and critical thinking to address package-related issues
- Provide remote technical support to delivery drivers
- Led onboarding and training sessions for new employees

**Amp United** , Norfolk, VA —Office Assistance

March 2018 – March 2021

- Conducted administrative tasks including data entry and paperwork filing
- Updated and maintained company database records using Microsoft Office tools
- Organized and analyzed data to ensure accuracy and integrity
- Averted as the main point of contact for company needs

**Main Event Promotions** , Tatawa, NJ—Administrative Assistant

June 2015 – January 2018

- Scheduled meetings, travel arrangement, and appointments
- Managed incoming calls and messages, directing them appropriately
- Conducted daily data entry using Excel and Microsoft Office
- Acted as a liaison between clients, vendors, and company personnel
- Maintained electronic files and paperwork

## **Education**

**University Of Richmond**, Richmond, VA —Web Developer Certificate

Graduated 2024

**Tallwood High School**, Virginia Beach, VA —Advanced Diploma

Graduated 2014

## **Interest**

- Traveling
- Food
- Sports
- Self-improvement