**Summary**

With over three years of warehouse experience, and almost five years of office administration and writing/editing, I am both equipped and capable of thriving in almost any environment. I excel when challenged with new tasks, and go above and beyond to surpass the standards set to me by myself, and my employers. I am extremely well organized and diligent to complete my work on time. I work well under pressure and demands, and always try to provide myself and my colleagues with a fast, but friendly work place. I utilize strong and effective communication skills to both manage and reach required deadlines. I enjoy working with people, and feel that my qualities are amplified when servicing another. My skills and abilities although important, are miniscule when compared to my desire to help others; which stems from my personal beliefs.

**Highlights**

|  |  |
| --- | --- |
| * Certified, and experienced with sit and stand forklift. | * Strong interpersonal and communication skills. |
| * Ability to prioritize and manage projects independently. | * Experience with pallet jacks and stand up forklifts |
| * Proficient knowledge of Microsoft Word and Power Point. | * Initiative and willingness to take on leadership roles. |
| * Leadership qualities. | * Strong in computer literacy. |
| * Extensive knowledge of warehouse operations. | * Excellent people skills |
| * Novice understanding of Modern Marketing Tactics. | * Can type up to, but not limited to 35 words per minute. |
| * Can operate and use RF Scanner. |  |

**Experience**

Infinite Quest Corporation August 2010-Current

**Corporate Wordsmith**

Rancho Cucamonga, California

* Write/Edit Corporate advertisements.
* Write/Edit Corporate letters.
* Write/Edit Corporate documents.
* Write/Edit Public Relations announcements.
* Make phone calls to potential and existing investors regarding any questions they might have about the company, or products; speak with them about any concerns they might have or changes they would like to make to the contracts.
* Personal recruiting for in-house projects/recruiting for our clients and their campaigns.
* Assist the investors in solving any problems they might be having; in many occasions it was helping them reach my colleagues or helping them navigate various company websites.
* Schedule appointments/meetings for potential and existing investors, and company associates.
* Prepare company presentations, using PowerPoint and other Microsoft programs.
* Speak with potential Assist customers in the loading and unloading of inventory.
* Maintain warehouse presentation including but not limited to, sweeping, reorganizing, taking out the trash, etc.

United Parcel Service June 2011 to August 2014

**Package Handler**

Ontario, California

* *Loader*: load packages weighing up to, but not limited to, 70lbs at a fast but steady pace.
* Knowledge of a multitude of labels, zip codes, Hazmat/warning labels, addresses, etc.
* Strategically load packages using the “T format” so to make sure the loaded walls were secure and could be easily unloaded.
* Operate equipment used to send packages into trailers.
* Required to load at times up to, but limited to three trailers at a time; each receiving large amounts of shipments.
* *Pick-Off*: Receive, sort through and send over 1,000 packages, to at least six destinations.
* Knowledge of a large amount of labels, zip codes, addresses, trailer numbers, addresses, etc.
* Experienced with Shepherd’s hook, Extendo’s, pallet jack, stand up forklift.

**Education**

**Etiwanda High School** 2006

General Education

**High School Diploma**

Etiwanda, California USA

**Chaffey College**  2010

General Education

Rancho Cucamonga, California USA

**References available on request**