


Gregory George

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Summary

Very friendly and easygoing person that loves to work with computers. I can think and communicate in a calm manner in times of crisis to get the problem solved. Always looking to expand my knowledge within the field.

Experience

Package Handler

UPS

Sep 2020 - Mar 2022 (1 year 7 months)

Followed all safety procedures, environmental guidelines and company rules and regulations

Followed work orders for item movement and delivery preparation

Tagged incoming items and place in correct storage locations

Worked in a fast-paced environment

Administrative Assistant

Lake Cumberland Area Development District

Oct 2019 - Jul 2020 (10 months)

Created, maintained, and entered the information into databases

Managed office equipment and office space

Performed various administrative duties such as: operating phone systems, fax machines, copy machines, printing, scanning, and mailing

Set up and managed paper or electronic filing systems, recorded information, updated paperwork, and maintained documents

Attended community meetings and took pictures

Education

Russell County High School

High School Diploma

Skills

administration • css • database administration • delivery • fast • fax • file management • html • javascript • leadership