

DERRICK A. GORDON

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Springfield, MA 01104
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PROFILE

Seeking a position where I can utilize and expand my current skills and experience with room for advancement in the company and move up the ladder as I advance my career.

RELEVANT SKILLS

- Computer literate in Windows 10 & Microsoft Office 365
- Problem Solver
- Typing efficient
- Adaptability
- Creative
- Analytical thinker

EDUCATION

TECH FOUNDRY PROGRAM
14-week workforce program
Summer 2018

Springfield Technical Community College, Springfield, MA
Associate in Science—Office Information Technologies
General Studies – Associates Degree
Accomplished 2014

Roger L. Putnam Vocational Technical High School, Springfield, MA
High School Diploma- Certificate in Computer Technology
Achieved 2009

RELATED-EXPERIENCE

United States Postal Service 190 Fiberloid Street Springfield, MA
CEP Mail handler Nov 2017- Jan 2018

- Separates all class of mail.
- Faces, culls, and cancels mail.
- Loads, unloads, and moves bulk mail. Extract mail from mail containers (bags, hampers, etc.) and loads mail into mail containers.
- Move bulk boxes of mail with dolly to assigned area

KMART 1277 Liberty Street Springfield, MA
Sales floor/Unloader Nov 2016- Oct 2017

- Assisted in helping customers find products
- Cart catcher
- Unloaded merchandise off large trucks
- Assigned merchandise to proper isles

Springfield Technical Community College, Springfield, MA

STCC Librarian/ Lab Monitor Feb 2013-2014

- Assisted students with pc help and book locations
- Administered Computer time and copier help
- Broadcasted school events to student alumni

Springfield Technical Community College, Springfield, MA

Work-study: Copy Center Jan 2012- 2013

- Assisted co-workers in the copy room
- Printed projects, stapled books, folded pamphlets
- Delivered paper to clients and stock copiers

Massachusetts Career Development Institute (MCDI), Springfield, MA

Landscaper (Springfield Water and Sewer) June 2011- Aug 2011

- Participated in summer program performing basic landscaping tasks
- Worked with assigned workgroup with cleaning assigned locations
- Cleaned the exterior of city buildings

U.S Census Bureau Springfield, MA

Office Assistant Jan 2010

- Organized documents according to region and codes
- Audited paperwork to ensure information was accurately completed
- Entered information into a database to generate statistical reports

REFERENCES:

Ben Swan
State Representative
Ben Swan Office
815 State Street
Springfield, MA 01109
(413) 739-8547

Kamari Collins
Director of Academic Advising
Springfield Technical Community College
1 Armory square
Springfield, Ma 01102-9000
413-755-4558

Kim Noel
Circulation Manager
STCC Library
1 Armory square
Springfield, Ma 01102-9000
413-755-4564
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