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| Naazir Jackson | |  |  | | --- | --- | | 401 S. Emporia Street, Wichita, KS. |  | | (316) 932-5294 |  | | njackson@wwrfresource.com |  | |  |  | | Twitter/Blog/Portfolio |  | |

Motivated and determined leader who maintains a positive attitude at all times. Enjoys working with others at all levels, public and otherwise. Adapts quickly to fast-paces environments where a high level of energy is needed. Proficient with Microsoft applications including Word, Excel, PowerPoint, and Access.

# Skills

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| * Customer Service * Serving * Inventory * Requisitions | * Ordering * Stocking * Fulfillment * Clerical duties |

# Experience

### 2013 – 2017

## Order Filler / State of Kansas, Lansing, KS.

Unloaded perishable and non-perishable items from truck. Inventoried goods and stocked them according to bin number. Filled customer orders according to invoices and delivered on a weekly basis.

### 2008 – 2009

## Administrative Assistant / Shell Oil Company, Houston, TX.

Ordered all supplies and materials for executive offices. Stocked break rooms and restrooms with dry and paper goods. Utilized computer applications to maintain records and communicate with coworkers.

### 2006 – 2007

## Server / Your Diner & Wilson’s Pizza, Kansas City Area.

Worked as a server in family restaurants during the summer between school years. Provided excellent customer service to all patrons frequenting the establishments. Maintained accurate knowledge of all menu items for suggested selling and upselling. Assisted with cleaning duties and opening and closing of restaurant as needed.

# Education

### March 2011

## Civil Engineering / Kansas State University, Manhattan, KS.