Lindsey Harris

Charlotte, NC 28269

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+1 704 777 0258  
Willing to relocate to Charlotte, NC - Huntersville, NC - Rock Hill, SC

Authorized to work in the US for any employer Work Experience

**Maintenance Technician**

Greystar - Concord, NC March 2022 to Present

1. Complete Work Orders  
2. Maintain Grounds around the property

**Warehouse Operator**

MyWorkChoice - Charlotte, NC September 2019 to Present

Assemble different types of drills,

• Assembled new products  
• Ensured that all merchandise counts were in order • Maintained a safe working environment  
• Create motors for drills

**Warehouse Associate**

ALDIs Inc - Salisbury, NC April 2021 to August 2021

Use a tugger to pick up orders using a headset. Heavy lifting

**Office Administrator**

American Wood mark - Lincolnton, NC February 2020 to April 2021

1. Answered phones  
2. Used Microsoft Excel  
3. Assigned trucks to specific doors for loading. 4. Typed Reports

**Administrative Assistant**

Curry’s Heating & Air - Gastonia, NC June 2018 to February 2020

1. Provided administrative support for Curry’s heating and air. 2. Scheduled appointments  
3. Directed phone calls

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4. Proficient in Microsoft Office

**CNA - Certified Nursing Assistant**

Brian Center Rehabilitation - Charlotte, NC June 2015 to June 2018

Care for residents within the nursing home. Document activities of daily living in the kiosk. Feed, bathe, and cloth residents.

**Delivery Driver**

Papa John's - Charlotte, NC January 2016 to May 2018

Delivered pizzas to assigned customers.

**Forklift Operator**

Amazon Fulfillment Associate - Charlotte, NC April 2014 to January 2016

Package boxes, Build Pallets with a standup forklift. Provide maintenance skills toward machinery.

Education

**Trade School in HVAC**

urban league of central Carolina's - Charlotte, NC

September 2019 to December 2019

**Some College**

Central Piedmont Community College

**High school or equivalent**

North Mecklenburg High School

Skills

• Customer Service (7 years) • Typing (6 years)  
• PowerPoint (9 years)  
• Warehouse (7 years)

• Forklift (8 years)  
• Microsoft Office (8 years)  
• HVAC/R (2 years)  
• Troubleshooting (1 year)  
• Maintenance (Less than 1 year)  
• Service Technician Experience  
• Construction Experience (1 year)  
• Mechanical Knowledge (Less than 1 year) • Handyman Experience (2 years)

• Apartment Maintenance (Less than 1 year) • Groundskeeping (Less than 1 year)  
• Warehouse Management System (6 years) • Cherry picker (1 year)

• Customer support (7 years)  
• Microsoft Word (9 years)  
• Microsoft PowerPoint (9 years)  
• Microsoft Outlook (1 year)  
• .NET (Less than 1 year)  
• JavaScript (Less than 1 year)  
• Python (Less than 1 year)  
• Administrative experience (5 years) • Leadership (2 years)

Certifications and Licenses

**HVAC Certified (Universal)**

December 2019

**Driver's License**

February 2013 to March 2025

**EPA Universal Certification**

December 2019 to Present

Top 10 Strengths:

1. Consistency- Balance is important. Aware of the need to treat all people the same.
2. Harmony- Little to be gained from conflict and friction.
3. Arranger- Simply trying to figure out the best way to get things done.
4. Relator- Pulls you toward people you already know. Don’t shy away from meeting new people but I derive a great deal of pleasure and strength from being around my close friends.
5. Restorative- Love to solve problems. Enjoy the challenge of identifying what is wrong and finding the solution.
6. Achiever- Feel as if every day starts at zero. By the end of the day, you must achieve something tangible to feel good about yourself.
7. Adaptability- Live in the moment. I see it as a place that I create out of the choices I make right now.
8. Belief- My belief theme causes me to be family-oriented and to value responsibility and high ethics in both me and others.
9. Responsibility- Forces me to take psychological ownership for anything I commit to, and whether large or small, I feel emotionally bound to follow it through to completion.
10. Empathy- I can feel what other people are feeling as though their feelings are my own.

Summary: I am a Cohort 12 Coding Apprentice at Road to Hire. R2H is a non-profit organization dedicated to supporting underrepresented High School Students, College Students, and young adults interested in a career in tech. While in. this program I have learned how to apply HTML, CSS, and some JavaScript to websites that I have created. I hope to incorporate my skills and knowledge in my new role while learning as much as possible. I am social, principled, and a team player. I know that I can be an asset in any company and or situation and I hope that you will consider me as one of your next employees.

Problem-solving, collaboration, flexibility, follow-through skills, responsible, respectful

Education:

* Road to Hire, Cohort 12 Coding
* Urban League of Central Carolina’s- HVAC/R Certification (Heating Ventilation and Air)
* Central Piedmont Community College
* North Mecklenburg High school- High School Diploma

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Technical Skills & Certification: (programming languages/database courses etc.)

* HTML
* CSS
* Java Script

Relevant Experience:

* Hackathon: Group project – Call for Justice
* Projects (include college projects, internship projects, etc.): E-Commerce Project, Advance CSS project

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Leadership Experience:

* Lead Maintenance Technician: While working at Greystar Management I oversaw teaching my trainee how to change an electrical outlet while also being a helping hand.
* Warehouse Team Lead: At Amazon, I oversaw a group of 5 individuals on an assembly line making sure we kept our quota up for shipments.

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Talent / Awards

* The most improved player while playing basketball in High School
* Most valuable Player – High School Basketball