

MORGAN DICKERSON

Bear, DE 19701 | Dickerson.Morgan@outlook.com

Professional Summary

Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Skills

- Program File Distribution
- Customer Service
- Business Writing
- Labor Relations
- Schedule Management
- Technical Support
- Document Retrieval
- Customer and Client Relations
- Records Management
- Microsoft Office

Work History

Administrative Assistant

01/2017 to Current

Emergency Transportation Testing – Langhorne, PA

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Executed record filing system to improve document organization and management.
- Scheduled office meetings and client appointments for staff teams.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Coached new employees on administrative procedures, company policies and performance standards.

Warehouse Associate

10/2021 to 01/2022

Amazon – Wilmington, DE

- Worked safely around moving machinery.
- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Manually or mechanically loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles

- Wrapped pallets in shrink wrap prior to loading.
- Consistently lifted materials weighing as much as 50 pounds.

Education

Certificate of Completion: Full-stack Web Development
University of Pennsylvania - Philadelphia, PA

Expected in 02/2023

High School Diploma
Dover High School - Dover, DE

06/2017