
ANTOINE M. JOHNSON



ANTOINEJOHNSON@UPS.COM (W)



(502) 936-3444

OBJECTIVE

Organized and motivated Admin interested in furthering my career in a position that allows me to use my communication and adaptability skills to benefit the clients and operation.

AREAS OF EXPERIENCE

- Advanced Customer Service Skills
 - Strong Networking Abilities
 - Implementing Sales Strategies
 - Coordinating Special Promotional Campaigns
 - Consultation & Implementation
 - Contract Negotiations & Writing Proposals
 - Staff Supervision, Training & Development
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EXPERIENCE

UNITED POSTAL SERVICE

- Administrative Assistant - Non Union
- 2DA Hazardous Responder Supervisor (PSC) 12/21/2015 -
- IDA Shift Supervisor 3/25/15 - 12/21/15
- IDA Unload Supervisor 3/25/14 - 3/25/15
- IDA Ramp/ Feeder Load Supervisor 5/6/13 - 3/25/14
- IDA Loader Union Employee 9/4/12 – 5/6/13

As an Admin I am responsible for managing various accounts for my clients and assisting the operations sort activities. I'm accountable for ensuring my clients packages, concerns and special requests are handled with professionalism and appropriately. The various positions I have held have required me to learn new skills and adapt to different rules and regulations.

K & K INTERNATIONAL CONSULTATION

Assistant Manager – 2006 – 2008

- Directly supervised a staff of 6 Sales Representatives—provided training on sales techniques, prospecting and closing techniques.
- Traveled to different states and assigned territories in order to sell and promote office supply product to small and large businesses.
- Attended seminars on team building, goal setting and how to be more influential.

EDUCATION

BERKELEY COLLEGE – White Plains, NY

Bachelor of Arts in International Business, 2005

Proficient in MS Word, Excel, PowerPoint, Access and the Internet

REFERENCES

To be furnished upon request.