
I am a self-reliant, with the ability to record and track changes, and provide customer focused support. With extensive training in customer satisfaction, ensuring timely delivery of products, as well as problem solving. I have logistics experience through being a superintendent and as a working foreman. I have also learned multiple computer related skills from general clerical, front end, and I am working towards having full stack knowledge. Through HTML/CSS, JS, Python, and SQL database.

Skills

Customer service

Microsoft Office products

Linux OS

HTML/CSS

Adobe Products

Product Control

Project Oversight

Ability to track and record Changes

Work Experience

- **State of Florida**, I have worked for the State of Florida for the preceding 9 years. As a Student Aid teaching adults computer skill to include operating systems, HTML/CSS, Adobe Photoshop, and CS studio etc... Also, as a **legal clerk** doing legal research, aiding in the teaching of research theory and recording and logging books, computer usages and general clerical duties.
 - **Crane Construction of Jacksonville, Frank Crum 10+ years** As a Superintendent/working foreman, I had the duties of scheduling contractors, ordering supplies, operating heavy equipment, and recording hours, change orders, and other important issues relating to the project. This involved commercial and industrial projects.
 - **Papa Johns**, Delivery Driver, 2 years, general store activities included answer phones and ensure orders were completed timely.
 - **Pizza Hut**, Manager and Delivery Driver, 10+ years I was trained through corporate training for management excellent customer satisfaction, including scheduling employees, ordering inventory, quality control, dispatching, and cost control.
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Education

GED from Florida Community College
Florida State Collage of Jacksonville

SOC Certificate, Antisyphon
Training

Advanced Information Technologies

OSHA 10