

Systems Operator Systems Operator Systems Operator Chesapeake, VA Gaining new job experiences and learning new skills in different fields of work. Work Experience Systems Operator Cardwell Printing September 2016 to July 2019 Managed inventory and orders, planned the delivery schedule for drivers, did cost estimates and analyses for products and operations and product pricing, helped manage customer accounts and troubleshoot any issues. Business Systems Administrator Reinhart Foodservice LLC July 2007 to July 2011 Performed both hardware and software maintenance on company computers, troubleshoot software and network problems, kept company computers up-to-date with latest company software, provided general technical support as needed. Additional Information Upon leaving the military, I took some time off, then worked odd jobs until I settled with Reinhart. I then left that job in order to further my education and take care of my newborn son. Due to financial needs, I rejoined the workforce and worked for Cardwell Printing. Education Ferguson High School 1997 Skills Excel, Microsoft office, Outlook, Word Assessments Customer Focus & Orientation Highly Proficient July 2019 Responding to customer situations with sensitivity. Full results: https://share.indeedassessments.com/share_assignment/5ayezt2iml4r9jp Attention to Detail Highly Proficient July 2019 Identifying differences in materials, following instructions, and detecting details among distracting information. Full results: https://share.indeedassessments.com/share_assignment/y7eqgu2ovnuitbll Attention to Detail: Inventory Expert July 2019 Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise. Full results: https://share.indeedassessments.com/share_assignment/nn6g2gf4djnxmv-h Email Expert July 2019 Measures a candidate's ability to effectively compose and organize email messages. Full results: https://share.indeedassessments.com/share_assignment/q-mj7n45cfauipz6 Data Entry Completed July 2019 Measures a candidate's ability to accurately input data and effectively manage databases. Full results: https://share.indeedassessments.com/share_assignment/sb3c3h-ybeskquv8 Basic Computer Skills: PC Expert July 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: https://share.indeedassessments.com/share_assignment/q42f93xwcgx6tzsm Scheduling

Highly Proficient July 2019 Cross-references agendas and itineraries to avoid scheduling conflicts. Full results: https://share.indeedassessments.com/share_assignment/ocwosd8larusx8h Problem Solving Expert July 2019 Measures a candidate's ability to analyze relevant information when solving problems. Full results: https://share.indeedassessments.com/share_assignment/zyslwemgzp4y-3se Research Proficient July 2019 Measures a candidate's ability to follow protocols, interpret statistics and graphs, identify errors, and choose research methodology. Full results: https://share.indeedassessments.com/share_assignment/az7qdokycptysbds Critical Thinking Expert July 2019 Using logic to solve problems. Full results: https://share.indeedassessments.com/share_assignment/ianvbdondpjqnkw English Communication Skills: Typing Highly Proficient July 2019 Measures a candidate's ability to effectively transcribe text using a standard keyboard. Full results: https://share.indeedassessments.com/share_assignment/pmv0b7wouqcy4x-b Data Entry Clerk Highly Proficient July 2019 Maintaining data integrity by detecting errors. Full results: https://share.indeedassessments.com/share_assignment/hoy8udrngcboehth Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SOFTWARE SKILL Microsoft Office (Word, Excel, Outlook, etc.)

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