

# Antonne Turner

Charlotte, NC 28262

[antonneturner@gmail.com](mailto:antonneturner@gmail.com)

704-819-7750

An individual with exceptional leadership skills and customer service experience. Possess confidence and patience to effectively communicate with a lead by example and a team-oriented mindset.

## Work Experience

---

### **Manager**

Integrity Solutions Staffing

2019 to Present

- Work with Human Resources staff to recruit, interview, select, hire, and employ an appropriate number of employees. Grant building access to authorized residents, vendors, and guests
- Provide oversight and direction to the employees in the operating unit in accordance with the organization's policies and procedures. Offer suggestions, directions, and reservations to all community residents
- Coach mentor and develop staff, including overseeing new employee on boarding and providing career development and opportunities.
- Consciously create a workplace culture that is consistent with the overall organization's and that emphasizes the identified mission, vision, guiding principles, and values of the organization.
- Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.

### **Human Resources Administrator**

Olameter

December 2018 to June 2019

- Recruited and hired individuals seeking employment for meter reading services. Inserted employee information through paycom.
- New Hire Administration - Prepare new hire paperwork including offer letters. Onboarding support including new hire orientations.
- Terminations - Assist HR Manager with processing terminations and requesting final checks as needed.
- HR Support -Provide general HR support to front line associate included responding to questions related to payroll, benefits, policies, worker-related accidents/injuries.

### **Youth Leader**

Sharon Baptist Church

July 2016 to July 2018

- Serve as an advocate for the youth and educate them about the hopes, concerns and address their needs;
- Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach;

- Support and guide the work of our Pastor and leaders so I can evaluate my plans to align to the vision and goals of the youth ministry by directing monthly planning sessions;
- Mentor youth in developing their leadership skills.

### **Customer Service Associate**

Costco

November 2014 to July 2017

- Assisted customers with requests, location of items;
- Supported customers by providing first level technical support via locals and incoming phone calls;
- Provided accurate troubleshooting assistance to all customers with an appropriate sense of urgency and a positive attitude;

## Education

---

### **Bachelors of Arts in Communications**

University of North Carolina Charlotte - Charlotte, NC

2017

### **Associates of Arts**

Central Piedmont Community College

2014

## Skills

---

- Proficient in Software Applications, such as: Word, Excel, PowerPoint, Outlook, Access, Skype and SharePoint; superior telephone etiquette; ability to work professionally and effectively in high stress situations and within time constraints; self-motivated and able to work independently, with little supervision; flexible and dependable; demonstrate strong work ethic; and enjoy providing excellent customer service.
- Technical Support
- Human Resources
- Training & Development
- Microsoft Windows
- Performance Management
- Software Troubleshooting
- Employee Orientation
- Active Directory