

Blake Burns

Noblesville, IN 46060

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(317) 306-6321

Authorized to work in the US for any employer

Work Experience

Executive Administrative Assistant

RESIDENTIAL WARRANTY SERVICES - Carmel, IN

November 2019 to December 2019

Call center representative handling overflow calls intended for home inspector's offices across the country. Spoke with home buyers, sellers, buyer's agents, and seller's agents to schedule home inspection appointments and answer questions in regards to previous inspections or upcoming appointments.

Inside Transportation Specialist

KAR Auction Services - Carmel, IN

August 2018 to September 2019

Called repossession lots and car dealerships to verify vehicle location and status, assigned transporters to secure vehicles and deliver them to auction, and maintained contact with transporters to ensure accountability of transport times

- Communicated daily with bank clients through email and phone to inform of updated ETAs and work to resolve transport issues as they arose in a timely and efficient manner
- Negotiated rates with new and existing transporters to minimize client costs

Assistant English Teacher

Spanish Ministry of Education - Madrid, ES

October 2014 to June 2018

- Assisted teachers in upwards of thirty classes of with an average of twenty-five students, aged five to seventeen
- Created and led oral-centered activities with full classes and small groups of students in subjects including English, science, geography, history, technology, and physical education
- Organized and prepared students in pairs for the Cambridge University PET and KET exams

Fulfillment Operations

SGL, Inc - Indianapolis, IN

June 2007 to September 2016

June-August, 2008; July-September, 2016

- Assembled 200-800 medical education binders and patient starter kits daily with 99.9% accuracy
- Quality Assurance auditor maintaining 99.7% accuracy of over 2,500 SKUs and 500 daily orders

Programming Intern

College Mentors for Kids, Inc - Indianapolis, IN

May 2010 to August 2010

Edited 100-200 technical documents for accuracy, clarity and practical application, for use by 100+ student leaders to implement the College Mentors for Kids program on their respective campuses

- Created Microsoft Word, PowerPoint, and Excel documents to better organize information and aid mentor training

Education

Bachelor of Arts in English in English

Indiana University, College of Arts and Sciences - Bloomington, IN

August 2009 to August 2013

Fishers High School - Fishers, IN

August 2005 to May 2009

Skills

- Dispatch
- MS Office
- Outlook
- Logistics
- Operations
- Customer Service
- Powerpoint