

Lemetriss Williams

Lancaster, TX 75134

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(254) 577-0056

Looking for an administrative position at a company where I can use my skills and abilities to make significant contributions toward the achievement of company goals.

Work Experience

Rural Carrier Associate

United States Postal Service - Midlothian, TX

March 2019 to Present

Responsibilities included staging mail for route, picks up and delivers mail, packages and parcels to the United States Postal Services for customers located outside urban areas. Route includes delivery for residential and commercial patrons or a mixture of both. At the end of shift, I return to specified post office in my region to drop off undelivered mail as well as signed receipts collected from customers.

Warehouse Operator

Medline Industries

March 2018 to November 2018

Responsible for operation of material handling equipment for the purpose of accurate shipping, processing and receiving, which includes but is not limited to unloading, scanning, moving, staging, loading, locating, picking, relocating, and stacking product.

Shipper/ Packer

DLH Solutions/ Veterans Affairs

August 2013 to November 2016

and 07/2005 to 10/2008

DLH Solutions/ Veterans Affairs

The goal of a shipper/packer is to ensure that each patient served receives the correct medication in a timely and efficient manner enhancing their health and well-being.

Certified Photo Technician/ Cashier

Walgreens

May 2010 to August 2013

Process and develop film for customers in strict compliance to regulations. Administered all customer service, credit, and cashier functions, while ensuring customers receives outstanding service.

Education

Associates Degree in Nursing

Cedar Valley College

2018 to Present

Certificate

Remington College

2004

Diploma

Wilmer Hutchins High School

1997

Skills

Customer service, Client relations, Outstanding communication

Additional Information

SKILLS

- Provide a high level of customer service and client relations based on outstanding communication and interpersonal skills.
- Work well as a team member or independently.
- Met or exceeded all performance goals to date.