

# Kina Barrett

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**Kina Brown Barrett**  
**1226 Greenbriar Ln**  
**Lancaster, TX 75146**  
469.995.9219  
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## Summary

Dedicated and focused professional who excels at prioritizing, completing multiple task simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

## Experience

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### Current

11/2017-Current UPS -United Parcel Service (PT/Supervisor)

Monitoring package handlers, making sure packages are loaded in time, setting schedules, preventing losses, ensuring safety standards compliance, and reporting to managers. Focused on reducing scanning errors and increasing timely deliveries.

06/2009-03/2014 Olympus Asset Management (REO Analyst)

Developed financial analysis reports and presentations by applying acquired financial principles. Analyzed legal documents, including offers, budgets and spreadsheets. Verified that information in the computer system was up-to-date and accurate. Compiled statistical information for special reports.

02/2007-12/2007 Federal Reserve Bank (Customer Service)

Worked under strict deadlines and responded to service request and emergency calls. Assist customers with social security and SSI checks to go direct deposit.

01/2006-8/2006 Prime Time Tax Service (Senior Administrator)

Responsible for all advanced administrative functions relating to the Tax Department. Primary responsibilities include maintaining department calendars, expense report, travel arrangements, preparing legal letters, set up client folders, printing and mailing, processing tax returns, extensions and e-filing. Coordinate weekly management and staff meetings, also prepare meeting agendas and minutes.

01/1994-11/2006 E & M Remodeling (Senior Construction Manager)

Senior Construction Manager 01/1994 to 11/2006

Provide management for all phases of the construction project, including subcontracting workers, buying material and equipment, ensuring that specifications are being followed and work is on schedule and within budget.

## Education

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Cedar Valley Community College 1995  
Associate of Applied Science: Arts & Science

**Certification Mid-Range Computer Technician**

**Western Governors University (Currently Attending)**