

Trevor Reeves

Github: github.com/reevest2

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WORK EXPERIENCE

Measutronics Corporation May 2021 – Present

Admin Assistant

Lakeland, FL

- Inventory management using Excel.
- Scan and file packing slips, invoices, and purchase orders.
- Warehouse operations including shipping and receiving.

Home1st Lending Dec. 2020 – April 2021

Loan Admin

Orlando, FL (Remote)

- Collect and review documentation needed to clear loan conditions such as bank statements, W2s, tax returns.
- Register loan files with lenders and generate initial disclosures, including initial loan estimates, based on fees worksheet created by the loan officer
- Act as point of contact for the borrower throughout loan to assists with any questions about documentation needed or loan questions.

Oakley Signs & Graphics / Simple Canvas Prints Nov. 2016 – Jan 2020

Project Coordinator (Oakley) / Customer Service Manager (Canvas Prints)

Altamonte Springs, FL

- Develop training program used for onboarding call center employees and training processes.
 - Create and update process documentation using Google Docs.
 - Provide resolutions for escalations for Simple Canvas Prints customers.
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EDUCATION

University of South Florida August, 2016

BS, Marketing

Tampa, FL

SKILLS & INTERESTS

- **Skills:** Notary Public, Attention to detail, Project Management, Microsoft Office, Microsoft Excel (Advanced) Spreadsheets, Technical Writing
- **Interests:** Hockey, Cooking, Movies, Cars, Travel, Board Games, Westerns
- **Languages:** HTML | CSS | Javascript | C# | SQL
- **Frameworks:** ASP.NET Core MVC | Bootstrap
- **Tools:** Microsoft Visual Studio | GitHub
- **Example Project:** github.com/reevest2/movies